



Roslindale Farmers' Market Manager Job Description

Overview:

The Farmers' Market Manager is responsible for the weekly operations of the Roslindale Farmers' Market on Saturdays. The position runs for the duration of the market season (June 13 through October 17) with one or two weeks prior to market opening for training and preparation work. The position is 8-10 hours weekly (7 am-2 pm Saturdays, plus 1-3 floating hours weekly for preparation and office support).

The Market Manager is the "go-to" person for vendors and consumers during market hours, and is the Roslindale Village Main Street (RVMS) representative on-site. The job requires personal confidence and the ability to communicate effectively with a variety of people. RVMS relies on the market manager to be its liaison with and between all parties served by the market. The manager's general responsibilities include: helping to foster community support for the market; helping promote the market and RVMS; coordinating volunteer activity on market day; setting up and breaking down the RVMS tent and any affiliated materials and activities each week; and keeping accurate weekly records of market activities. The manager is required to be on-site at market and available to vendors and consumers the majority of the time.

Specific Responsibilities:

GENERAL MARKET SUPPORT

Develops and maintains good working relationships with RVMS staff and volunteers, market farmers and vendors, consumers, and community members.

Assists vendors, community representatives, and consumers by providing market-related information, conflict resolution, and general aid as appropriate.

Maintains a weekly calendar of vendors and collects and tabulates weekly vendor fees
Enforces market rules.

Communicates regularly with the RVMS Executive Director and Farmers' Market steering committee through weekly emails and phone calls; occasionally provides office support for market-related efforts.

Works with RVMS staff and volunteers to promote the market and the organization

Educates consumers about market vendors and local businesses in Roslindale

Establishes a consistent space to set up and operate the market manager's tent and RVMS banner. Operation of the market manager's tent includes:

- a Displaying and distributing promotional materials for RVMS
- b Collecting consumer contact information
- c Occasionally operating a promotional raffle
- d Displaying and selling RVMS market bags, posters and other merchandise

Helps plan and implement efforts to tie in Farmers' Market with local businesses in Roslindale Village

Leads and supports efforts to bring cultural and educational activities (live music, family activities, cooking demonstrations, etc.) to the market on a weekly basis
Coordinates "featured local business" table and local nonprofit tables
Works with office staff to seek and coordinate volunteers, as needed, to assist market and RVMS operations.

MARKET LOGISTICS

Arrives at market 1.5 hours before opening to coordinate market set-up and stays at market until all vendors have left
Returns RVMS tent, tables and other equipment to RVMS office after market
Ensures safety and cleanliness of the site before, during and at conclusion of each market.
Places directional signs promoting the market around the community at key locations prior to opening on each market day, and removes those signs at close of market.
Collects and deposits weekly vendor fees and revenue from merchandise
Maintains and transmits weekly records required by RVMS to the Executive Director on a weekly basis.
Runs occasional errands during the week to pick up materials needed for special events.

MISCELLANEOUS

Performs other duties as necessary to support the market.

Requirements:

The ideal candidate will be an outgoing individual and excellent communicator with an interest in agriculture, community development, and local economies. S/he must be reliable, friendly, self-motivated, and able to focus on multiple tasks at once. Experience coordinating volunteers is a plus. Must have a valid driver's license.

This is a part-time, hourly position and requires managing market operations for 6.5-7 hours on market days, plus an additional 2-3 hours a week on non-market days.

Compensation: \$12-13/hour based on experience.

To apply, please send cover letter and resume to:

director@roslindale.net

OR

Jody Burr, Executive Director, Roslindale Village Main Street
2A Corinth Street
Roslindale MA 02131