

Job Title: Capital City Farmers Market Site Manager

Reports To: Farmers Market Board

Consults with: Promotion and Marketing Manager

Job Purpose: To organize and ensure the logistics and vibrancy of the Montpelier Farmers Market.

Essential Duties and Responsibilities 85%

- Attend each Market event, arriving early to ensure proper site management.
- Ensure the set up of: street barriers, market signage, trashcans, picnic tables, music/events tents, Market tent.
- Monitor safe, timely, and proper set-up by Market vendors, musicians, and demonstrations.
- Ensure trash containers are emptied at the end of market and contents disposed of; music/events tents, picnic tables, trashcans, market signage, and street barriers are taken down and carefully stored.
- Maintain the Market trailer, including: registration and state inspection and repairs as required. Keep trailer organized.
- Communicate clearly with vendors in regards to Market rules and expectations; enforce rules and expectations when necessary.
- Prepare and send invoices to vendors in a timely manner, and solicit fees when overdue.
- Monitor vendor weekly online sales reporting.
- Ensure a full market, soliciting vendor subs as necessary each week. Maintain working list of substitutes for each vendor category, and continue to grow that list.
- Develop both seasonal and weekly market layout maps, in cooperation with the Board.
- Organize vendor applications and present them to the Board.
Serve as the visible “presence” of the Market to the public. Address customer concerns and inquiries, unless Board attention is required.

Other Duties and Responsibilities (10%)

- Attend Board of Directors meetings when necessary and be prepared to report on any issues and concerns.
- Accept additional responsibilities as assigned by Promotion and Marketing manager and/or Board of Directors.
- Attend relevant community meetings and events at the direction of the Board.

Professional Development (5%)

- Interface with the Vermont agricultural community through affiliation with organizations such as VT Agency of Agriculture, NOFA, Farm Bureau and other similar relevant groups.

KSAs (Required Knowledge, Skills, and Abilities)

- Able to attend every Market beginning at 7:00 a.m. to start setup.
- Ability to lift objects weighing 50 pounds or greater with assistance from volunteers when required.
- Facility in communicating with vendors and customers in a professional and cordial manner.
- Be an effective problem-solver as needs arise.

Qualifications

- Demonstrate strong interest in agriculture and the local food movement.
- Prior experience in site management desirable.
- Provide at least three positive contact references from prior employers or other relevant parties.
- Be willing to undergo background check including contact with prior employers, credit and law-enforcement agencies.

Management responsibilities

The Manager is responsible for the overall functioning and professional operation of the Capital City Farmers' Market site. Because the membership is made up of full-time farmers, craftspeople, prepared food purveyors, and others similarly situated, they, and the Board of Directors in particular are unable to provide more than part-time advice and assistance to the Site Manager. Therefore, they need to be the most active and professional public face of the Market

Compensation and benefits for the position are typical for a part-time employee performing the various tasks and responsibilities outlined above.

Working Conditions

Site Manager responsibilities require being in the public eye, attending meetings as necessary and most importantly, being at each and every Market event. Inclement weather conditions do not automatically mean that the market is cancelled. The Market is considered to be a "rain or shine" event, for which the Manager must be adequately prepared.