

Lexington Farmers' Market

Market Manager Job Description

General Description:

The Market Manager, under general direction from the Board/Board President, has day-to-day responsibility for the successful operation of the May-October Tuesday farmers' market with an average of 28 farmers/vendors, artisans and community groups on-site weekly, along with two other seasonal markets. This job will require approximately twelve hours/week (\$20/hr) with the bulk of the time from March-November, and fewer hours December-February. It is expected that the Manager will be in attendance on every market day, with other hours flexible as required per week. **Applications are due by March 10.** See www.lexingtonfarmersmarket.org for more information on the LFM.

Dates and Times:

- Regular season market dates are last Tuesday in May-last Tuesday in October
- Two additional markets; the Tuesday before Thanksgiving (12-4) and bi-weekly January – March (six Saturday markets from 11-2)
- During the regular season, the Market Manager is expected to be on-site from 12:30 until all farmers and vendors have left (approximately 7:30 pm)
- Additional hours budgeted for off-site management of regular season market

Major Responsibilities (12 hours per week)

1. Market Management

The Market Manager serves as the first point of contact and public face of the LFM on market days, and manages the weekly market, coordinating and overseeing day-to-day operations.

This includes but is not limited to:

- Setup and staffing of the LFM Market Manager's table, information for customers, SNAP/eat transactions, signup for events and newsletter
- Market setup/break down, including putting up six tents and assisting farmers/vendors
- Oversight of farmers and vendors (see #2 below)
- Engaging with the public
- Resolution of conflicts or problems that may arise
- Working with Town of Lexington Board of Health and Police

2. Farmer and Vendor Relations

- Develop and manage relationships with farmers and vendors, ensuring timely communications and resolution of issues or problems
- Monitor farmer/vendor compliance to market rules and agreements
- Monitor quality of products and presentation
- Provide orientation and training to new vendors

3. Volunteer Management and Events:

- Work with volunteers, both committee members and high school students
- Plan and oversee occasional seasonal events at the market, including but not limited to Tomato Fest, Kids Day, and HarvestFest

4. *Organizational, Financial Planning & Management (with Board President and Treasurer)*

- Work with and provide input on weekly activities
- Maintain google spreadsheets related to weekly market events
- Attend Board meetings (quarterly)

5. *Pre-market planning and organization (with committee, starting in February)*

- Coordinate and implement application process for regular season market
- Includes updating application and spreadsheets, and tracking applicants
- Starting in February

6. *Other Duties* - Perform other jobs as assigned by the Board

Reporting Relationships

Reports to and works closely with Board President, and works closely with Treasurer on accounting and budgetary issues

Highly Desired Qualifications

- Knowledge and understanding of local food systems, the importance of local farms and farmers markets
- Management experience, including working with multiple constituencies/stakeholders
- Experience in retail and/or other customer service experience preferred
- Ability to develop good team relationships with board, farmers and vendors and work well with the public
- Strong organizational and problem-solving skills, attention to detail
- Knowledge of and facility with Google drive/documents, spreadsheets, etc.
- Ability to lift 40 lbs.

NOTE: The Belmont Farmers' Market is looking to fill a similar position for their Thursday seasonal Market; go to www.belmontfarmersmarket.org for their job description. We are strongly interested in hiring one person for both markets if possible. When responding to the LFM, please indicate if you are interested in both positions, or just the LFM.

Submit a resume and cover letter to
lexingtonfarmersmkt@gmail.com by March 10, 2017