

## **Market Manager:** Webb City Farmers Market

**Job Purpose:** The Webb City Farmers Market provides a direct market for locally produced agricultural products and other value added products. The Market Manager has day to day responsibility for the successful operation of the market. The Market Manager is the “go-to” person for vendors and consumers during market hours. The goal of this position is to grow the market so that it generates enough fees through sales and through kitchen rentals to support a permanent Market Manager position in the future without relying on grants and with an end goal of creating a sustainable and successful market able to operate without volunteer leadership.

This is a part time hourly position. It is expected that the Manager will be at the Market on most Market days as established by the Board of Directors and members. Other hours are flexible, as required to accomplish the required tasks in a timely manner. The manager is required to be on-site at market and available to vendors and consumers the majority of the time. This position is funded through September of 2017 at a rate of \$18 per hour.

The Market Manager is supervised by and reports to the Market Master.

## **DUTIES & RESPONSIBILITIES**

**COMMUNICATIONS** - Develops and maintains good working relationships with the market master, volunteer assistant managers, the market board and officers, each farmer and vendor, consumers, and community members, groups and organizations.

## **MARKET OPERATIONS SUPPORT**

- Creates layout for each market day indicating spaces for each vendor.
- Arrives at market 1.5 hours before opening to coordinate market set-up and stays at market until all vendors have checked out and all market materials are secured.
- Ensures safety and cleanliness of the site before, during and at the conclusion of each market. This includes the monitoring of all food service taking place in connection with the market.
- Maintains and transmits the daily records and reports required to the Market Master on a weekly basis.
- Establishes a consistent space to set up and operate the Market Manager’s table and display materials. Operation of the Market Manager’s table includes:
  - Displaying and distributing educational materials
  - Displaying and distributing promotional materials
  - Running the POS Terminal and promoting the SNAP match program
  - Checking out vendors
- Enforces market rules

- Leads efforts to bring cooking demonstrations, educational programming, music or other cultural activities and special events to the market.
- Schedules, supports and monitors Cooking for a Cause and ensures the breakfast is operated to meet food safety requirements and to the satisfaction of customers.

**VENDOR, CONTRACTOR & COMMUNITY RELATIONS** - Fosters community support for the market. Assist vendors, community representatives, and consumers by providing market-related information, conflict resolution, and general aid as appropriate.

**MARKET PROMOTION & EDUCATIONAL OUTREACH** - Promote the market via social media and other media outlets such as TV, press releases and other publicity including working with both print and electronic media.

**VOLUNTEER MANAGEMENT** - Seeks and schedules volunteers.

**FINANCIAL MANAGEMENT** - Keeps accurate records of market activities.

**QUALIFICATIONS** - The ideal candidate will have an interest in local agriculture, food and community. S/he must be reliable, friendly, self-motivated, and have access to a vehicle, or the ability to get all supplies and paraphernalia to each market. This is a part-time, hourly position and requires managing market operations for 6 hours (depending on market hours) on market days, plus additional hours per week on non-market days, not to exceed an average of 20 hours a week. It is likely to be fewer hours in the winter and more hours in the summer.

Successful managers understand both the vendors' and the consumers' needs and design and implement strategies to meet these needs. The job requires personal confidence and the ability to effectively communicate with a variety of people.

## **OTHER DUTIES & RESPONSIBILITIES**

Performs other duties necessary to support the market – this may include management of the kitchen, inspection of farms, organization of training workshops, and administration of grants and completing applications for grants.

**For more information or to schedule an interview**, please call the market master – Eileen Nichols at 417 483-8139 or email her at [eileennichols@sbcglobal.net](mailto:eileennichols@sbcglobal.net).