

Tremont West Development Corporation

Job Title: Tremont Farmers Market Manager
Reports to: Executive Director
Updated: January 2019

Deadline: Please submit resumes to Cory Riordan by January 28th at 5 pm at coryriordan@tremontwest.org

Summary: Coordinate weekly farmers market for Tremont West Development Corporation

Objectives: Create a sustainable TFM with staff at Tremont West Development Corporation

Essential Duties and Responsibilities

- Be present at and coordinate weekly outdoor (April/May through October) and indoor markets
- Recruit and retain vendors (beginning in February applications sent out- decisions in March) and make decisions regarding new vendors to the market
- Lead market set-up and clean-up and address immediate vendor concerns
- Be prepared to make decisions regarding daily operation of TFM
- collect vendor fees and appropriate paperwork related to fee collection procedures
- Participate in EBT sales and OST Extension Produce Perks
- Work with event organizers to offer vendor opportunities in additional Tremont West and neighborhood programs; Taste of Tremont and Tremont Arts and Culture Festival
- prepare weekly market report, including number of visitors and other pertinent information
- assist with promotion of the market including copying and distributing neighborhood flyers, emailing weekly market updates, and distributing press releases throughout the market season
- assist with organization and implementation of special market events including chef demonstrations, nutrition information, and entertainment
- attend community meetings relating to the farmers market
- Be an advocate for local and healthy food
- Maintain regular (1x per week) contact with vendors
- Maintain TFM website
- Maintain *Facebook*, website and social media accounts; post information to other applicable websites.
- Schedule and direct TFM committee meetings
- Volunteer recruitment and coordination

Qualifications

The successful market manager candidate will exhibit the following:

- a knowledge of and interest in farmers market operations
- excellent communication skills
- effective problem-solving skills
- excellent time-management skills
- an interest in working with people – farmers, vendors, and community residents
- basic computer skills

Compensation: This position is a part-time, seasonal position. The expectation is that during the 6 month market season the position requires 20 hours per week and 10-20 hours per week for an additional 3 months of the year. Pay will be competitive with area Farmers Markets.

