

## **Seasonal Farmers Market Manager**

### **Job Description:**

#### **Overview:**

The Boston Public Market Association (BPMA) is a not-for-profit organization dedicated to the creation and operation of a year-round public market in downtown Boston, set to open this July. In addition, the BPMA manages four outdoor farmers markets at two locations in downtown Boston every Sunday, Tuesday, Wednesday and Thursday from May 19<sup>th</sup> through November 25<sup>th</sup>.

We are seeking a Market Manager to oversee market operations throughout the season.

The Farmers Market Manager will be responsible for all aspects of market operations during the season. This position requires the ability to communicate effectively with a variety of people, including: customers, vendors, volunteers, health inspectors, police and city transportation departments as well as BPMA staff and interns.

The Manager's general responsibilities include: managing vendor relationships, coordinating market set-up and break-down each day, assisting with social media and general outreach to promote the market, operating the EBT (food stamps) program, answering customer questions, assisting with the market's special events program and promoting the Boston Public Market

#### **General Requirements:**

The Market Manager must be available during all market hours throughout the season, be willing and able to work outside in all weather conditions; and be able to safely lift and carry at least 50 pounds. The position requires the ability to work independently as well as inter-dependently with the team of volunteers, interns and staff members.

The ideal candidate will be an enthusiastic advocate of the local food movement and Massachusetts agriculture. The Market Manager must be reliable, self-motivated and have good communication and customer service skills.

#### **Responsibilities:**

Specific responsibilities will be determined by the needs of the customers, our partners and the vendors at the market. Generally, the Market Manager is responsible for the following activities:

#### **MARKET OPERATIONS**

- Arrives at market 2 hours before opening to coordinate market set-up and stays at market until all vendors have left (usually no more than 1 hour after market closing).
- Sets up BPMA tent, table and display.
- Places directional signs promoting the market around the community at key locations prior to opening on each market day, and removes those signs at the close of market.
- Coordinates vendor parking and set-up, ensuring vendors are in the correct space.
- Staffs the BPMA tent providing information to customers, selling BPMA merchandise and helping run the EBT/Credit Card machine.

#### **GENERAL MARKET SUPPORT**

- Develops and maintains good working relationships with BPM staff and interns, vendors, customers and community members.
- Assists vendors, community representatives and customers by providing market-related information, conflict resolution and general aid as appropriate.
- Enforces market rules.
- Occasionally assist vendors by providing limited set up help and brief personal breaks and by assisting vendors with sales during especially busy times.

#### OUTREACH AND MARKETING

- Works with the BPMA and our partners to promote the market through social media, contributing to weekly email newsletters and promotion throughout the community.
- Educates customers about the BPMA's mission
- Assists with the development and coordination of special events – including educational programming, harvest festivals, fundraisers and musical performances.

This is a seasonal position that is full-time during the market season from May 19, 2015 through November 25, 2015. We are looking for an Associate who can commit to 40 hours each week (with the possibility of overtime) during the entire market season- foreseen schedule below. Pay rate is \$13 - \$15 per hour, depending on experience. The Boston Public Market Association is an Equal Opportunity Employer.

*Sundays 8:00am-5:00pm*

*Tuesdays 9:30am-7:30pm*

*Wednesdays 9:00am-7:00pm*

*Thursdays 9:30am-7:30pm*

***To apply, please send cover letter and resume to:***

***cquinn@bostonpublicmarket.org***