

The Tantallon Village Farmers' Market is Seeking a Market Manager



Job Title: Market Manager

Organization: In its 8th season, the Tantallon Village Farmers' Market runs from mid June to early October. The market is located at the corner of St. Margaret's Bay Road and Peggy's Cove Road. The Tantallon Village Farmers Market is typical of farmers markets that emphasize fresh, locally grown produce, sustainably raised animal products, prepared foods and beverages, a variety of hand-made local crafts, musicians, along with great support from our community.

Hours: **Summer** : 10 to 15 hours per week from May through September market season. April and October can average approx. 25-40 hours each month. **Winter** : Minimal hours occur from November. through March. Additionally, attend 2-3 board meetings annually.

Remuneration: Hourly rate to be negotiated.

Start Date: This contract position is for the 2020 season, commencing March 2020. An opportunity to train with the current market manager would be in October, 2019.

Job Description: As a person providing market managing services to the Tantallon Village Farmers' Market, you will be responsible for various administrative, supervisory and organizational tasks as well as being present at the weekly market.

Administrative tasks include recruiting new vendors following the guidelines for acceptance of new vendors. Consult with board members, if necessary, to determine the suitability of vendors. Correspond with vendors regarding inquiries, acceptance, operations and communications. The successful candidate will track vendor contact info and upload changes to the Webmaster. S/he keeps a log of attendance and sales, collects vendor fees and document customer attendance.

The market manager will attend the market each Tuesday from approximately 12:00 pm - 6:30 pm, ensuring vendors are set-up on time. The market manager schedules the tasks for volunteers as available for each Tuesday market as well as participate in set up, take down and site clean up. As market manager it is incumbent upon you to establish a volunteer roster and to organize the volunteers.

You will converse with the board on special events and fundraising activities (to be carried out by the board.)

The market manager works with established public relations and social media volunteers to maintain advertising, social media presence, as well as contribute to the creation of the weekly newsletter with any Information updates to be posted on the Tantallon Village Farmers Market website.

Financials: The market manager is responsible for submitting weekly market income and tally sheets to the Treasurer. The market manager will keep up to date records of

expenditures as well as submit their hours worked and submit them on a monthly basis to the treasurer.

Facilities: Secure rental toilet facilities for the market season and maintain cleanliness during market day. The market manager maintains a functional inventory of market equipment (tents, tables, chairs, cleaning supplies) and advises of repairs or replacements as deemed necessary.

Other Responsibilities: Maintain communication with the owner/landlord of the property. Establish relationships with Farm Markets Nova Scotia, attending training sessions as deemed appropriate to the market and/or study of manual for market managers. Attend all board meetings (2-3 per year) and report on the current happenings of the market. You network with community organizations to maintain a positive community presence. Submit and Manage grant applications to Bay Treasure Chest (minimum of 2 per year) and scheduling volunteers to qualify for our Bay Treasure Chest honorarium.

Requirements:

- Previous experience with a community organization or non-profit would be an asset
- Strong organizational and management skills with the ability to work well with a diverse group: The Board, vendors, volunteers and the public
- Ability to maintain clear records
- Strong communication and interpersonal skills
- Computer skills (excel, word, social media) and access to a computer

- Interest in and understanding of local, sustainable agriculture and food permitting would be an asset
- Connections with the local community
- Reliable and consistent access to a vehicle
- Ability to set up tables, tents and signage
- Knowledge of/ Willingness to learn about the various rules and regulations affecting farmers' markets and sales of food

Apprentice: The plan is for the selected candidate to receive necessary training and administration support by our current manager.

How to Apply:

Please write a letter telling us about yourself and why you think you are a good candidate for this position along with any other information you feel relevant.

Send your letter and resume with two references to: board@tantallonvillagefarmersmarket.ca or can be submitted in person at the market Tuesday afternoons between 2:00 pm and 6:00 pm.

Application Deadline: September 27th, 2019