

Higganum Village Farmers' Market – 2010

Market Manager Position

Market Manager:

The Higganum Village Market Manager is an on-site representative, hired annually by the Higganum Village Farmers' Market Board of Advisors. The Market Manager's job is to implement HVFM policies, keep thorough records, and grow and maintain relationships with farmers, vendors and our community.

The Market Manager oversees Market set-up, booth assignments, and collection of fees, provides information on membership and Market policies, and assures vendor compliance with all HVFM policies. The Manager will make space assignment decisions based on available space in the Market and the need for specific products. The Manager will be responsible for public concerns and vendor complaints. The Manager is also the conduit between vendors/ customers and the Higganum Village Farmers' Market Board of Advisors. The Market Manager has complete authority to interpret and implement policy on the Market site; including the authority to rescind stall space for just cause. Vendor grievances will be taken to the HVFM Board for review.

The Market Manager's position will be advertised in local papers, and a candidate will be hired after a resume review and interview process. This will be a yearly position, but the current Market Manager in any year, will be someone who can continue in the position, after a satisfactory annual review. Salary will be commensurate with experience based on available funds.

Approximately 10 hours of work per week is involved.

Responsibilities:

A. MARKET DAY:

- ✓ Arrive prior to vendor set-up time. Ensure market site is clean and ready for vendors to set up.
- ✓ Place garbage cans with fresh liners in appropriate spots. Remove trash cans at market close.
- ✓ Set up appropriate signs for market and parking. Remove signs and store appropriately at market close.
- ✓ Set up market tent and community booth, if indicated. Take down booth(s) and store canopies and tables appropriately.
- ✓ Assign vendor spaces, if indicated and make changes as needed.
- ✓ Supervise and manage vendor set-up, operation, and breakdown.
- ✓ Circulate during market hours and assist vendors and customers as needed.
- ✓ Handle any problems and enforce market rules.
- ✓ At market close, after all vendors and customers leave, walk the entire site and ensure it is free of waste/litter. Coordinate and work with any grounds crew or other market volunteers/ helpers, as necessary for clean up or for special events.

B. ON-GOING:

- ✓ Secure vendors, provide and enforce market rules and agreements, handle conflicts.
- ✓ Maintain regular and consistent contact with all vendors.
- ✓ Answer inquiries regarding market.
- ✓ Mail out notices to vendors and to prospective vendors.

- ✓ Handle all market fees and deposit these monies at the end of each market or as soon as possible afterwards.
- ✓ Assign vendor spaces and update as needed.
- ✓ Purchase supplies as needed, however, all expenses in excess of \$50.00 not previously approved or included in the adopted budget must be authorized by a member of the board before disbursement.
- ✓ Coordinate with community groups for community booth.
- ✓ Maintain accurate market financial accounts.
- ✓ Organize special events and if necessary work with HVFM Board to coordinate.
- ✓ Consult with HVFM Board for any policy changes and update them regularly regarding vendors, funding, and other pertinent issues. Similarly, the HVFM Board will update the Market Manager with any changes in policies as soon as possible.
- ✓ File a monthly report to the HVFM Board, and then a year end summary.
- ✓ Keep abreast of Connecticut State and national information regarding farmers' markets.
- ✓ Network with other markets and visit other markets as time allows.
- ✓ Post and update flyers, posters, and other media as appropriate.
- ✓ Work with members of the HVFM Board who handle marketing and promotions (also website updates).
- ✓ Apply for and administer grants as directed by the HVFM Board if necessary.
- ✓ Make presentations to local schools and organizations as needed.

Market Manager Necessary Skills:

- ➡ Ideal Candidate will have 2 or more years experience as a Market Manager or Master or volunteer coordinator for large groups, used to handling multiple tasks
- ➡ Our Ideal Candidate should come from Haddam first, then from surrounding area if no one from Haddam is available
- ➡ Some Background in Agriculture or Community Affairs, ideally is affiliated with farming community
- ➡ Computer savvy – candidate must be able to use basic computer documents (email, WORD, some EXCEL in order to do simple bookkeeping/accounting)
- ➡ Candidate must provide 3 references, 2 of which should be from past farmers' Market Boards, or governing body, or professional work and one of which should be personal reference
- ➡ Must have cell phone
- ➡ Must be available to Higganum Village Farmers' Market Board of Advisors as needed through cell phone or regular phone contact during Market and off-hours
- ➡ Must love working with farmers and vendors and people from all walks of life!

Market Manager Salary:

Pay will be commensurate with experience, but the starting pay for the 2010 season will be \$150.00 weekly, beginning June 4th and going until October 29th, with two additional market days, one each in November and December, 2010. Weekly hours are estimated at 10 or less per week.

Please send resume, brief letter of intent and references to: Higganum Village Farmers' Market, P.O. Box 116, Higganum, CT 06441 ATTENTION: MARKET MANAGER POSITION APPLICATION

These rules are subject to change as directed by the HVFM Board of Advisors.