

## CITY OF CHARLEVOIX

**Title:** Farmer's Market Manager  
**FLSA:** Non-exempt  
**STATUS:** Seasonal Summer  
Part-time, 10-20 hours/week

**Department:** Main Street/Downtown Development Authority

**Reports To:** Main Street Executive Director

**Date:** March 20, 2017

**Position, Purpose, and Objectives:** The Farmer's Market Manager coordinates all aspects of the market day including carrying and setting up the City's pop-up tent. The Market Manager works with the Main Street Executive Director & Farmer's Market Advisory Committee to make the market safe by enforcing rules, resolving conflict, communicating with the participants and customers, and with advertising and marketing efforts.

**Scope and Environment:** The Charlevoix Farmer's Market is held every Thursday, May through November, from 8:00am to 1:00pm, in all weather conditions. It is critical that the Market Manager is available at these times as well as for occasional meetings. The market is a no smoking environment.

### Essential Job Functions:

- Maintain a clean, safe market environment.
- Ensure rules and regulations established by the Farmers Market Advisory Committee are communicated to market participations and enforced.
- Seek opportunities to improve the market and its participation – by participants and customers.
- Perform credit transactions.
- Ensure accurate records of transactions and other market functions are created and maintained.
- Write reports and summarize data and other information.
- Develop and implement marketing and advertising campaigns.
- Plan and implement mini events for market days and/or at other items during the season.
- Communicate with the Main Street Executive Director, committee members, and vendors as required.

### Knowledge, Skills, and Abilities Required:

- Ability to project a positive and courteous public image.
- Knowledge of the local food culture and agricultural practices preferred.
- Ability to manage conflict professionally.
- Ability to be creative and resourceful regarding market opportunities and challenges
- Moderately adept at basic computer Microsoft computer programs such as Word and Excel and social media.
- Ability to exhibit patience when working with people of all ages, abilities, and backgrounds.
- Excellent organization skills along with attention to detail.
- Excellent verbal and written communication skills.
- Ability to perform simple mathematics (addition, subtraction, division, multiplication, percentages) and use a calculator.
- Ability to remain standing for several hours at a time.
- Ability to lift and carry up to 25 pounds.
- Valid driver's license.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.