



PG Farmers' Market Association
PO Box 2812
1074 6th Avenue
Prince George, BC V2N 4T6
www.farmersmarketpg.ca

JOB POSTING MARKET MANAGER

Submission deadline: April 10th, 2017

Start Date: April 15nd, 2017

Hours: 20 hours/week

Wage: \$15-\$20/hour, depending on experience

Job Description:

The PGFM Market Manager is responsible for the coordination of the weekly Saturday indoor and outdoor market, and the day-to-day operations throughout the week. The Market Manager works closely with the Board of Directors to carry out their responsibilities, and is provided support as needed. The outdoor market continues until mid-October, and the position is re-negotiated at that time.

Responsibilities:

- Coordinate the weekly Farmers' Market on Saturdays, including market set-up and take-down, vendor placement, stall fee collections, weekly cash-out, Market Booth management, be visible and available during the market, etc.
- Manage Market communications, including responding to market inquiries (e.g. e-mail and phone calls) and media requests in a timely manner.
- Market promotion, including signage, posters, and social media (e.g. Facebook and Instagram).
- Manage vendors, including vendor recruitment and retention, receiving input from vendors and others to improve the market, receiving applications, resolve any disputes or concerns among vendors and/or customers, and ensuring vendor compliance to Market Rules and Regulations and health regulations, etc.
- Attend monthly Board meeting to provide market updates and act as the liaison between vendors and the Board (e.g. presenting written comments and/or complaints to be addressed).
- Coordinate special events, activities and/or programs at the Market (e.g. holiday celebrations, contents, kids activities, music and entertainment, etc.).
- Keep detailed records of vendor attendance and market day reports.

Skills and Qualifications Required:

- Passionate about local food systems and Farmers' Markets.
- Excellent communication skills (written and oral). Promotional and marketing experience is an asset.
- Strong inter-personal skills and ability to work with multiple stakeholders in a professional manner. Experience with conflict management is an asset.
- Excellent time management and organizational skills.
- Experience and knowledge in food service management, food safety and regulatory requirements for food sales at Temporary Food Markets is an asset.
- Strong leadership skills and self-motivated.
- Experience working with a volunteer board.
- Able to set up tables, large tents, large signs, etc., and walk around the market throughout market hours.
- Experience in a fast-paced working environment.

Submit Your Application and Cover Letter to PGFMA at:

Email (preferred): marketmanager@farmersmarketpg.ca with subject line: MARKET MANAGER JOB POSTING.

Mail to: PO Box 2812 1074 6th Avenue, Prince George, BC V2N 4T6