

Woodinville Farmers Market Market Manager

Overview:

This is a seasonal, independent contract position reporting to the Woodinville Farmers Market Board of Directors responsible for the running of successful weekly Saturday markets from May through September of 2022. This is a part time position with preseason hours of three to five hours per week and season hours of an average of 13 per week.

Prior to the opening of the market, the incumbent will work with the board in the planning, promotion, and preparation ahead of the market season. Specifically, responsibilities include assisting in the recruitment of new vendors and community partners for the growing market in the early spring, identifying prospective vendors to fill needs within the market for a diverse and complete suite of products throughout the season. The manager will also work with the board to promote the market and its partners across marketing channels at the direction of the board. This may include but is not limited to social media, print media, community signage, and in-person representation to events hosted by community partners.

During the season, the market manager will lead the new vendor onboarding and orientation process, be the liaison to city officials, our vendors, and the public during the Saturday markets, manage the logistics of the market, and ensure that all market policies and procedures are followed by the vendors.

Specific Duties:

These duties include but may not be limited to:

- Fostering community building relationships and promoting the Woodinville market as a destination for great food, arts, wine, and culture.
- Serving as the primary lead of operations on market days.
- Supervising the assistant market manager and the POP club coordinator.
- Working with an assistant, handling the set up and tear down of necessary market infrastructure including market tent, informational and activity tables, signage advertising the market's location and hours each Saturday before the market.
- Directing and assisting vendor set up with clear directions for vendors and stall locations for each week. This includes planning weekly vendor layout from a list of known vendors and keeping flexible plans for absences.
- Collecting booth fees and sales information from vendors.
- Coordinating SNAP and WIC program reporting for the market and customers.
- Utilizing our Google Drive-based database to complete and maintain weekly and monthly market performance reports with community headcount, vendor reports, and verified income deposits.

- Working with the finance committee to follow the budget and marketing plan, recommend expenditures and submit expense reports and receipts to the treasurer.
- Maintaining a petty cash drawer for market needs
- Providing social media promotions and interactions with prominent community accounts to promote the market as a tourist attraction and community resource for locally produced foodstuffs, crafts, and other sundries.
- Maintaining and building relationships with volunteers who will assist with market set-up and information services.
- Developing awareness of market operational codes, develop and maintain compliance strategies for vendors and the public at the direction of the board, and serve as the primary contact person for government officials as necessary during market events (Department of Health, etc.)

Qualifications:

The successful candidate will possess the following:

- Previous experience working with or volunteering at farmers markets or other related non-profits
- Effective communication skills demonstrated with positions in communications, customer service, marketing, PR, or another related capacity.
- Be detail oriented and the ability to prioritize time and tasks to achieve successful market events and promotional campaigns
- Leadership experience with subordinates or volunteers
- A King County Food Handlers Card prior to market opening
- The ability to lift and manipulate a few items weighing up to 50 lbs. (tent weights etc).
- Ability to utilize a personal vehicle to tow a trailer to and from the market which contains necessary infrastructure for the market each week. This trailer may be stored at a location mutually agreeable to the board and the incumbent.
- A friendly and positive attitude and an ability to think quickly, solve problems, and work well with all parties
- Ability to work outdoors in a variety of weather conditions.

Salary: \$18-\$25 DOE

Please send resume to woodinvillefm@gmail.com.