

# Job Posting

**Job Title:** Market Manager  
**Organization:** Lakefield Farmers' Market  
**Hours:** Winter: 5 to 10 hours per month. Summer: 8 to 13 hours per week. (Monthly board meetings, independently directed work, Thursdays from 7 to 3 during the market season)  
**Remuneration:** To be negotiated  
**Start Date:** May 2017



*Entering its 7<sup>th</sup> season, the Lakefield Market runs from Mid May till Thanksgiving steps away from Isabel Morris Park (in the Lakefield-Smith Arena parking lot). A producers-only market, it features locally grown produce, baking and prepared meals, a variety of arts and crafts, buskers and a great community vibe.*

## **Job Description:**

As manager of the Lakefield Farmers' Market, you will be responsible for various administrative and promotional tasks as well as being present at weekly markets.

Administrative tasks include recruiting new vendors, accepting vendor applications and bringing them to the Board for review, keeping records of attendance and sales, collecting vendor fees, organizing the market stall layout, responding to inquiries, keeping vendors informed, and working with the board.

You will also be required to attend 6 board meetings per year and to help organize the Annual General Meeting that generally happens in November.

Promotional tasks include working with the Board on promotion and advertising strategies, helping to maintain the website and social media presence and helping to co-ordinate special events, buskers etc.

On market days, you will be responsible for overseeing set-up and tear-down, putting up temporary signage around town, setting up and looking after the market booth, being available to assist vendors and customers, trouble shooting should any issues arise, and tracking vendor and customer attendance.

You will be responsible for working at market each Thursday and will receive training and administration support by our current manager. There is the possibility to stay on for subsequent seasons if it's a good fit.

## **Requirements:**

Previous work and or volunteer experience with a community organization or non-profit.

Self-direction and organizational skills

Co-operative nature: You will be working with a variety of folks: the board, the vendors, and the public

Ability to maintain clear records

Great communication and interpersonal skills

Computer skills (excel, word, social media) and access to a computer

Interest in and understanding of local agriculture and alternative food systems

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

## **How to Apply:**

Send your cover letter and resume with two references to [info@lakefieldfarmersmarket.net](mailto:info@lakefieldfarmersmarket.net) or to

**Lakefield Farmers Market**

**PO Box 22**

**Lakefield, ON**

**K0L 2H0**

**Application Deadline: April 30, 2017**