



## **JOB POSTING – Market Manager – Kitsilano**

Vancouver Farmers Markets is recruiting a high energy, friendly and customer service-focused market manager for our busy and vibrant Kitsilano Farmers Market. Our farmers markets are among the most successful in BC and are growing year after year by supporting local agriculture and acting as community-building events for our host neighbourhoods and the city at large. The role of the market manager is to ensure their assigned market operates efficiently. This includes coordination of market crew, vendors, volunteers and market operations.

**Wage:** \$19.35 per hour, paid lunch break + 4% vacation pay in lieu of benefits

25 week part-time contract position (12-14 hours per week) from May-October 2018.

### **Key Tasks & Responsibilities**

#### Market Crew Management

- Hiring, orientation, training and supervision of market crew
- Scheduling and delegating responsibilities to market crew
- Communication and preparation of market crew via email, meetings
- Identifying and training of new potential market coordinators from seasonal staff

#### Vendor Coordination

- Planning market day layout of vendors (daysheet), community tables and buskers
- Collection of vendor fees, vendor sales reports and ensuring vendor policies are followed

#### Market Operations

- Preparation of market equipment, ensuring enough resources are available to operate, communicating to District Manager as necessary
- Market set up and tear down, ensuring conditions of market site permit are upheld
- Managing market money and motivating crew to offer merchandise
- Updating sales, preparation of weekly market cashout
- Communication with District Manager to ensure ongoing planning and smooth operations

#### Track and update District Manager on inventory and supply levels Events and Marketing

- Ensuring posters and other marketing material are posted for upcoming events
- Contributing to updates via Facebook, Twitter and VFM website
- Communicating weekly vendor lists through e-mail and social media
- Contribute to bi-weekly vendor bulletin, VFM newsletter

## Communications and Community Relations

- On-site communication with staff, vendors, customers, neighbors, site hosts
- Onsite contact for media

## Skills/Attributes Required

- Ability to direct vendors and maintain positive vendor relations
- Ability to organize and plan for on site event logistics
- Ability train and delegate service staff
- Ability to communicate clearly and diplomatically with a variety of stakeholders (i.e. business associations, vendors, neighbours, community groups, regulatory authorities)
- Ability to manage daily market funds and market money up to \$10,000
- Ability to enforce market policies
- Knowledge of event and food safety, either through the completion of Market Safe or Food Safe or both
- Physically able to withstand long periods of standing, lifting 40lbs unaided and working in all types of weather
- Good driving record and experience driving larger vehicles
- Class 5 driver's license required
- Basic First Aid training an asset
- Level 1 Food Safe Certification an asset

Please send us a cover letter explaining your interest and your resume outlining your qualifications. Résumés without cover letters will not be considered. Indicate in your cover letter which markets you are interested in working at, and if you are available to work at more than one market.

Email resumes and cover letters to [gabrielle@eatlocal.org](mailto:gabrielle@eatlocal.org) with "Kitsilano Market Manager" in the subject line. Please send .doc or .pdf files only. Resumes will be accepted until midnight on Sunday, March 25<sup>th</sup>.

Only those applicants selected for an interview will be contacted. Thank you for your interest in the Vancouver Farmers Markets!

### **Kitsilano Farmers Market**

May 6-October 21

Sundays, 10am-2pm

Kitsilano Community Center parking lot  
near w 10<sup>th</sup> Ave & Larch St