



## JOB POSTING – Market Manager

Vancouver Farmers Markets is recruiting for a high energy, friendly and customer service-focused market manager for our Downtown Wednesday Market at ʘxwʌnəq Xwtl'e7énk Square (Vancouver Art Gallery).

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. In March 2020, the Province of BC recognized farmers markets as an essential service during the COVID-19 pandemic. Since that time, we have been operating eight weekly farmers markets under strict COVID-19 protocols in order to serve the community's need for fresh, healthy food.

Vancouver Farmers Markets is dedicated to promoting equity, diversity and inclusion amongst our team and in the work we do in our community. We are striving for a staff team that is reflective of the communities we work in, and encourage all applicants from underrepresented groups to apply.

**Wage:** \$23.20 per hour, paid lunch break + 4% vacation pay in lieu of benefits

**Deadline:** Conducting interviews until the position is filled. Training to begin asap.

16 week part-time contract positions (15 hours per week) from June-October 2021.

**Key Tasks & Responsibilities** \*(Markets are modified due to Covid-19, we will discuss more details in the interview)

### Market Crew Management

- 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 managers 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
- Motivating crew to sell merchandise & memberships
- 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 before and during the season
- Contributing to updates via Facebook, Instagram and VFM website
- Communicating to weekly newsletter
- 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
- Class 5 driver's license required
- Basic First Aid training 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.

Email resumes and cover letters to [alice@eatlocal.org](mailto:alice@eatlocal.org) with "Market Manager" in the subject line. Please send .doc or .pdf files only. Conducting interviews until the position is filled.

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