BORDENTOWN CITY FARMERS’ MARKET

FARMERS MARKET MANAGER/ASSISTANT MANAGER
Job Description

The Bordentown City Farmers Market strives to further the spirit of community by offering the opportunity to gather in a safe, friendly, environment to purchase locally grown produce and hand-made items from those vendors who participated in their production. It is our desire to enrich our community by providing fresh, nutritious and wholesome foods and improve our local economy by supporting our farmers and other local vendors.

Manager Position
The Market Manager is a part time position with primary responsibility being the day-to-day operation of the farmers’ market. This will include an on-site presence at the market during market hours, as well as off-site work during non-market hours. The Manager will be responsible to report to the City Administrator/Chief Finance Officer and/or designee with requisitions for purchase requests and monies collected to be deposited within 48 hours of collection. The City of Bordentown Board of Commissioners ("governing body") will set all market policy in consult with the Market Manager. In addition, the Manager will represent the farmers’ market to the market’s vendors, the consumers and to the community.

The Market Manager will also have an Assistant Market Manager to aide in all areas of responsibility of the day-to-day operation of the farmers’ market. The Assistant Market Manager will, in the absence of the Market Manager, report to the City Administrator/Chief Finance Officer and/or designee as appropriate and necessary under the same guidelines for managing the farmers’ market as followed by the Market Manager.

Duties—in season
• Enroll farmers/vendors in the market—both through seasonal vendor agreements and as daily vendors
• Make sure all vendor forms are completed and retained properly
• Collect all seasonal and weekly fees owed, make accurate accounting and deposit with the Chief Finance Officer within 48 hours of collection.
• Arrive prior to market vendors arriving and remain throughout the market day to:
  o Properly place vendors in spaces, including assigning market spaces to daily vendors
  o Place market signs, parking signs
  o Set up market information booth and event/music equipment
  o Ensure all rules and regulations are adhered to
  o Answer questions for vendors and consumers
  o Resolve disputes that arise
Maintain market grounds in a safe manner
Develop positive relationships with vendors.
Have any education or promotional materials to distribute.

- Communicate market policies and rules to farmers, keeping them informed throughout the season.
- Bring suggestions from farmers back to the governing body.
- Assure the market site is clean once the market is closed and the vendors have left for the day.
- Maintain database of farmers, vendors, their contact information, and any licenses or permits each vendor possesses based on the products they are selling

Duties—off season

- Vendor recruitment
- Community relationship development as appropriate
- Provide City Clerk with information or materials to update website.
- Preparations of site for next season, including maintenance or repairs needed to site, equipment, bathroom accessibility, set market schedule, organize volunteers.

Qualifications

- Good communication skills with different groups—farmers/vendors, customers, city officials, community groups, etc.
- Ability to think creatively
- Leadership skills—ability to make quick, sound, fair decisions for the good of the market
- Organizational skills
- Marketing skills helpful
- Self-motivated
- Passionate about the community and value of local, fresh food and direct marketing

Compensation

This position is paid a negotiable amount per market season. The Market Manager and Assistant Market Manager positions are independent contractors and, therefore, are not eligible for employee benefits.

Applications will be accepted through March 5, 2021. To apply, please submit a cover letter, resume and names and contact information to the City Administrator, 324 Farnsworth Avenue, Bordentown, NJ 08505.