

Farmers Market Manager

Downtown Fond du Lac Partnership

Overview:

The Downtown Fond du Lac Partnership (DFP) is a non-profit organization dedicated to establishing a diverse, prosperous and healthy downtown district. The DFP manages two outdoor farmers markets in Downtown Fond du Lac every Wednesday and Saturday. The Saturday Market runs from the second weekend of May through the end of October. The Wednesday market runs from the first Wednesday in June through the end of September.

Primary Responsibilities:

- Coordinate opening and closing of the market every Saturday from 6:00 a.m.-1 p.m. and Wednesday from 9:00 a.m. to 3:30 p.m.
- Enforce the rules and regulations.
- Problem solve issues that arise during the market.
- Handle all emergencies and complaints.
- Serve as the quality control person for produce and craft items, as well as for the market's general appearance and cleanliness.
- Maintain and run the EBT/Credit/Debit credit card system; collect tokens from vendors as well as reimbursing vendors.
- Maintain an information booth including displaying and distributing educational materials, displaying and selling any DFP merchandise.
- Keep a daily market log including vendor attendance, EBT totals, and music/entertainment.
- Write and email a weekly newsletter to customers and vendors, as well as providing the vendors with information about events in the downtown and other pertinent information.
- Contact all vendors via phone or internet if special circumstances arise as well as receive messages from vendors as to their weekly attendance. It is the manager's responsibility to fill in vacant spaces with weekly vendors.
- Manage any volunteers/interns.
- Develop a positive relationship with vendors.
- Assist customers with any questions or concerns they may have pertaining to the market.

Qualities of a Good Manager:

The market manager is crucial to the market's success. As evidenced by the responsibilities just described, the market manager must be a leader who possesses a complex blend of skills that are both interpersonal and organizational. The market manager needs to be an effective problem solver, self-motivated and a good communicator. An interest in local agriculture including how to rate produce quality and know when certain foods are local and when they mature and become available is essential. Excellent communication skills with different groups including growers, regulatory authorities, the media, and the community. He or she must be able to relate well with

others, feel comfortable addressing groups, and write well. The manager will need to have, or quickly gain, an understanding of regulations pertaining to the farmers market and how those regulations affect its operation and performance. The manager also must keep up to date as regulations are modified and new ones are imposed. The manager largely creates the market's atmosphere, so the market needs someone who has a good aesthetic sense and can create an upbeat atmosphere. Catchy logos, innovative events, and effective promotional ideas all come from creativity.

Proficiencies:

Experience in the use of all Microsoft Office products, QuickBooks and website management.

Physical Requirements:

The Farmers Market Manager of the Downtown Fond du Lac Partnership must meet the following physical requirements: lift up to 50 pounds, stand, sit, walk, for various amounts of time, and must have valid driver's license in order to operate a motor vehicle.

This is a seasonal position that will involve part-time work during the market season from the second Saturday in May through the last Saturday of October. We are looking for a Manager who can commit to 15 hours each week; Wednesdays 9:00 a.m.-3:30 p.m., Saturdays 6:00 a.m.-1:00 p.m. and 1.5 hours weekly for bookwork. Position will begin in May of 2019 with the potential to train in spring of 2019.

Accountability:

Reports directly to the Director of Communication and Special Events of the Downtown Fond du Lac Partnership and works in concert with the Board of Directors for the Downtown Fond du Lac Partnership.

To Apply:

Email resume with a letter outlining why you believe you are the right candidate for this position. Send to Amy Hansen, Executive Director at amy@downtownfdl.com. All inquiries will remain confidential.

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