

Dexter Farmers Market Manager Job Description

Post Date: January 17, 2019
Due Date: Open Until Filled – First Application Review will be February 15, 2019
Title: Farmers Market Manager
Position Type: Part Time - Approximately 450 hour per calendar year
Pay: \$14.00/hour

Nature of Work: The City of Dexter’s Farmers Market Manager is a paid part-time position. The Market Manager will work under the direction of the City Manager or their designee. The Market Manager will be responsible for the successful operation of the Dexter Farmers Market. This includes: managing the Market during its hours of operation and coordinating market day logistics such as assignment of stalls, customer service, programming, community group participation, and monitoring safety and cleanliness. The position will also be responsible for such duties as: vendor recruitment, advertisement, engaging community partners, event planning, and exploration and implementation of the use of food assistance programs at the Market. The Manager will also be required to produce an end of the season report that will be distributed to City Council and made available on the City website. Full time City Staff will retain the responsibility of collecting and processing vendor fees.

Desired Qualifications:

- Experience with Microsoft Office, including Word and Excel;
- Event promotion/marketing/volunteer coordination experience;
- Self-motivation to complete projects and tasks;
- Experience working with the public.

Work Schedule: Estimated 450 hours of work breaks down as follow:

- Attendance at Saturday Market – 22 days at 6 hours per day (132 hours)
 - o 7 am to 1 pm
- Attendance at Tuesday Market – 21 days at 4 hours per day (84 hours)
 - o 2 pm to 6 pm
- Planning/Coordination Time During the Season – Approximately 154 hours
- Pre-Season Planning/Post Season Wrap Up – Approximately 80 hours

Contact: A cover letter, resume, and application should be sent via email, to the attention of Courtney Nicholls, City Manager at CNicholls@DexterMI.gov.

