

Tacoma Farmers Market Market Manager Job Description

The 6th Avenue Market Manager reports to and works under the supervision of the Market Board of Directors. The Manager is responsible for on-site management during market season, as well as a number of necessary pre-season and post-season tasks. Specific responsibilities of the Market Manager include the following:

Market Activities

- Set up and take down Market tents, tables, signs, road blocks, and other Market day items.
- Collect and deposit stall fees, commissions, and other Market receipts.
- Enforce Market rules, local and state sanitation and food safety guidelines, and other pertinent laws and regulations.
- Handle emergencies, complaints, and customer requests.
- Ensures that all facilities, equipment and utilities are in working order.
- Maintain positive, non-discriminatory relations with all market vendors.
- Coordinate with volunteers to conduct Market research including Rapid Market Assessments, which are used to gain an understanding of shoppers and their purchasing habits and patterns.
- Respond to Market issues with local and state agencies.
- Other duties as required.

Market Organization and Development

- On a weekly basis, create a basic layout of the Market with the goal of providing optimal product variety and balancing regular offerings with new vendors and products.
- Forecast Market's available space and recruit new vendors as needed.
- Work with Board to establish supporting committees in such areas as vendor relations, special events, community outreach, sponsorship and promotions.
- Maintain Market data and update Market databases.
- Recruit and build a strong vendor base as defined by Market policy and Market rules.
- Oversee the Market Entertainment & Music Program, including selection of a diverse mix of performers.
- Coordinate, train, and supervise Market volunteers and/or employees.
- Support market sponsorship activities, including submitting and tracking requests for corporate requests and private grants, and ensuring appropriate and timely recognition of sponsors.
- Visit farms and other vendor locations as necessary.

Community Outreach

- Build community relationships with surrounding businesses, city government, nonprofits, Extension agents, food banks, neighborhood associations, etc. Coordinate the participation of such groups into market programs and events whenever possible.
- Coordinate special events and market programs that provide wholesome and educational activities for the community.
- Coordinate and promote market food assistance programs for low-income populations.
- Take all possible steps to secure a positive, welcoming, and fully-accessible market environment.
- Create and implement a publicity plan based on demographics of the Market. Marketing to the community may include publicity options such as press releases, radio and television spots, newspaper ads and articles, newsletters, and website promotions.

Financial Management

- Work with the Board to establish an annual budget and monitor budget compliance.
- Maintain updated records of all Market expenditures.
- Maintain updated records of all financial sponsorship and vendor payment deposits.

Required Qualifications

- Experience with project management, program coordination, or event planning.
- Ability to write basic reports and manage the market's filing system.
- Working knowledge of Microsoft Office suite, including Word, Excel, PowerPoint, Outlook, and Publisher.
- Sense of humor and the capacity to manage stress in healthy ways.
- Experience working with diverse stakeholders.
- Ability to lift at least 50 pounds on a regular basis.

Preferred Qualifications

- Ability to write and post web content.
- Knowledge of and interest in agricultural/food system issues.

Salary is competitive and based on qualifications and experience. The Tacoma Farmers Market offers a comprehensive benefits package, including healthcare, vacation and sick leave, and a flexible schedule during the off-season. We are an equal opportunity employer.

Please send a cover letter and resume to Richard Hines, Board President, Tacoma Farmers Market, via email: rich@tacomafarmersmarket.com. Application review begins on April 16.