

Please send your resume and cover letter to:
Beaumont Farmers Market, 148 South Dowlen, #709 Beaumont, TX 77706

Position Summary:

The Market Manager is a part-time position (20 a week) with primary responsibility being the day-to-day operations of the Farmers Market. This will include an on-site presence at the Market during all market hours, as well as off-site work during non-market hours. The Market Manager operates under supervision of and will report to the BFM Board of Directors who will set all market policy. In addition, the Manager will represent the Market to the market's vendors, the consumers, and to the community.

MARKET MANAGER RESPONSIBILITIES

Market Start-up

- Must be present at the market on Saturdays from set-up through take-down
- Assist the BFM in attaining necessary licenses and permits
- Recruit and enroll vendors into the Market, based on goals and objections of the Market
- Create & maintain a volunteer pool, establish committees, and delegate tasks
- Design the market's layout
- Create an annual calendar including special event dates
- Establish fundraising program and secure sponsorships
- Create and maintain a good working relationship with the vendors, and hold meetings as necessary.
- Maintain a working relationship with City of Beaumont to ensure that any maintenance, repairs are taken care of
- Solicit special activities and/or entertainment for Market days

Daily responsibilities for running the market

- Secure staffing/volunteers to operate Market information booth. Have them conduct customer counts each market day to assess the level of growth in market usage
- Keep a daily market log
- Collect all vendor fees owed, provide receipts, and deposit in Market account
- Maintain database of farmers, vendors, their contact information, and any licenses or permits each vendor possesses based on the products they are selling
- Assure the Market site is clean once closed and vendors have left for the day

Communication and Networking

- Represent the Market at meetings, and various community groups as needed.
- Report back to the BFM Board. Communicate farmers/vendors/customers suggestions and create strategic plans.
- Create and implement an advertising and promotion strategy.
- Promote use of SNAP and matching incentive.

MARKET MANAGER SKILLS & QUALIFICATIONS

Farmers market managers need a variety of interpersonal and technical skills to work effectively with farmers, consumers, and community partners. It is critical that market managers have the following skills to perform the job effectively:

- Social Media Skills
- Organizational skills
- Creative thinking
- Self-motivation
- Communication skills
- Marketing skills
- Passion and dedication to the community