

Farmers Market Manager (FMM)

Adams County Chamber of Commerce and Tourism is seeking qualified individuals for a Farm Market Manager Contract. The individual must be highly motivated, reliable, dynamic with a high level of organization background of groups or events.

Scope of Position: Farmers Market Manager (FMM) is responsible for all aspects of the market as listed below. The Markets are located at Hazel Street in Adams and the Rome Business Park in Rome. The Markets are regularly scheduled May-October on Wednesday and Friday respectfully. The FMM will report to the Adams County Chamber of Commerce Board of Directors.

Salary: This is a contract position with a starting salary of \$10/hour. During 2018 the contract will pay for managing the market with oversight from Adams County Chamber of Commerce. In 2018, the position is for an average of 8 hours/week for 26 weeks (May through October) plus additional hours during the off-season, not to exceed \$4,500/year*.

The Successful Candidate will have a proven record for completing the following tasks:

Vendor & Volunteer Coordination:

- Be the main contact for organizing and scheduling vendors and volunteers
- Maintain schedule of weekly vendors – ensure a full and diverse market.
- Maintain contact lists of vendors, waiting vendors, non-profits, Master Gardeners and musicians.
- Ensure market is at full capacity with limited empty spaces.
- Collect fees, provide receipts.
- Maintain calendar of non-profit and Master Gardeners appearances.
- Follow-up with no-shows and enforce rules for missed, unexcused absences.
- Decide whether to assign unused spots to vendors looking for a single day spot.
- Resolve any issues that arise with individual vendors.
- Enforce Market Rules.
- Update spreadsheets, maintain waiting list, and maintain market map.
- Send recruitment letter and vendor policies to existing and waiting list vendors as required.

Market Logistics

- Arrive at market grounds (Rome Business Park/Hazel Street) 30 minutes prior to start and stay through the entire market or as coordinated with volunteers.
- Set-up and take-down hospitality and music tents and signage, or ensure that set-up and take-down occurs.
- Enforce rules including no pets, no solicitation and vendor product mix.
- Work with Farm Market Committee on special events: logistics, content and costs.
- Maintain music calendar, pay musicians, and keep in contact with musicians as needed.
- Move, or coordinate movement of, picnic tables onto black top before the market and to a safe spot afterwards.
- Maintain the hospitality tent in a neat and professional manner.

Other Market Management

- Be a welcoming face for the market for vendors and customers.
- Process temporary event sales reporting to State of Wisconsin
- Coordinate EBT if applicable or other means of Food-Share process
- Work agencies, City of Adams, Town of Rome on scheduling and other issues that arise.
- Provide suggestions and feedback to Farm Market Committee on ways to improve the market; proceeding as approved to enact changes.

- Do weekly Facebook promotions
- Conduct wrap up meeting with volunteers.
- Attend meetings of the ACCCT or steering committee as requested to provide updates on the market or make suggestions for changes to policy and rules as needed.
- As the main contact for all market emails and phone calls ensure all requests are answered promptly or referred to the appropriate person.

This list are the general duties to coordinate the market, other duties may be assigned to ensure coordination of the Markets are a success.

Minimum Qualifications:

Highschool degree, Valid Driver's License, Ability to work independently.

* The contract would be adjusted from the maximum of \$4,500, if additional activities are added.

How to Apply: Email or mail your resume and cover letter outlining your qualifications for this position.

chamber@visitadamscountywi.com

Adams County Chamber of Commerce & Tourism

Attn: Farm Market Committee

PO Box 295

Friendship, WI 53934

Application deadline is March 1, 2018

Proposed Start Date: April 1, 2018

Relationship to Adams County Chamber of Commerce and Tourism Board (ACCCT):

- The ACCCT is a volunteer non-profit corporation.
- The Market Manager is advisory to the Board of Directors. The ACCCT Board of Directors develops market policy.
- The board of directors and market manager will work together to ensure publicity is covered including talking to groups, attending Chamber of Commerce meetings, posting promotional materials.