

Job Description - Lakeview Terrace Farmers Market Manager

This is a salaried, seasonal position. Compensation is \$12,000, without benefits.

Applicants must be available for meetings in early-mid April 2022 and late September, but the bulk of the job will be during the Lakeview Terrace Farmers Market (LTFM) season, which runs Saturdays from May 21st until Sept 17th. During the peak months (June-August), the position will require up to 32 hours per week.

The market manager must be reliable, self-motivated, and have good communication and customer service skills. The ideal candidate will be an enthusiastic advocate of the local food movement.

Location: LTFM will be located just east of the playground at Lakeview Terrace Park at 3769 Crystal Lake Blvd, Robbinsdale, MN 55422. The parking lot can be accessed on the south side by taking Bottineau Blvd (CR 81) to Lakeland Avenue.

JOB DUTIES

MARKET OPERATIONS

- Arrive at market by 6:30 am to coordinate setup
- Stay at market until 2 pm or until all vendors have left
- Set up welcome booth tent, table, and display
- Oversee placement of directional signs promoting the market around the community at key locations prior to opening on each market day; remove at the close of market
- Coordinate vendor parking/setup to ensure vendors are in the correct space
- Staff the welcome booth, provide information to customers

GENERAL MARKET SUPPORT

- Develop and maintain good relationships with staff, interns, vendors, customers, and the community
- Assist vendors, community representatives, and customers by providing market-related information, conflict resolution, and general aid as appropriate
- Enforce market rules

OUTREACH AND MARKETING

- Work with Communications Specialist to promote the market through social media, e-newsletters, and community outreach
- Work with theNEWmpls CEO and sponsors/vendors to assist with coordination of special events

DESIRED SKILLS

KNOWLEDGE OF:

- Event planning, development and evaluation
- Philosophy and objectives of public service, community relations, farmers markets and local food

SKILLED IN:

- Customer relations
- Problem solving
- Public contact with diverse communities; requiring cultural sensitivity, tact, and courtesy

ABILITY TO:

- Think on your feet
- Make sound, rational decisions using judgment and problem solving skills
- Establish and maintain a positive and effective working relationship with vendors, the public, market volunteers and city staff
- Work independently with no direct supervision and prioritize work
- Communicate effectively, both orally and written
- Coordinate and direct various activities involved with the farmers market
- Work in various weather conditions such as heat, humidity, wind, rain, etc.

QUALIFICATIONS

- Teacher (not required but preferred)
- Available during all market hours during the season - Saturdays 6:30 am to 2:00 pm
- Possession of a valid Minnesota driver's license
- Safely able to lift and carry at least 25 pounds
- Previous experience managing events (not required but preferred)

If you are interested in this position please email us at hello@thenewmpls.info

We look forward to hearing from you!!

The Lakeview Terrace Farmers Market

Chaz Sandifer