

LVHMC Market Manager Roles and Responsibilities

Farmers market managers play a key role in the sustainability of farmers markets. For our farmers market to succeed in serving farmers, consumers, and communities, we are searching for an individual to be responsible for its daily operations. LVHMC is searching for farmers market managers who possess interpersonal and technical skills to work effectively with farmers, consumers, and community partners.

A. Record attendance of vendors and report attendance to the Market Coordinator via email or text message by midnight of the Monday following the market. Count customers in attendance at market on the hour and half hour from beginning to end of the market each week.

B. Open and close the market with a bell or horn;

C. Adjust the opening and closing hours of the markets for reasonable cause, such as impending dangerous weather conditions;

D. Reassign spaces for absences of vendors, and accommodate seasonal absence and attendance of vendors;

E. Enforce all producer-only, home-grown and market space requirements set out in the Terms of Agreement, communicating with the BOD as required;

F. Enforce tent weight policy and attendance policy.

G. Resolve minor disputes on site by mutual agreement of the parties involved; failing this, take the dispute to the Board of Directors;

H. Report alleged violations of the Terms of Agreement, in writing, to the Board of Directors;

I. Act as liaison between the market vendors and the Board of Directors; attend monthly BOD meetings;

J. Convene brief meetings of the vendors as necessary;

K. Be at the market early enough to greet new vendors and help them find their spaces and greet and assist any entertainment or special event as needed;

L. Put up signs, feather flag & cones. Remove at end of market day; M. Conduct site visits to prospective/ current vendors as needed;

N. Access LVHMC emails on a weekly basis;

O. Additional duties as assigned.