



Hopkins Farmers Market Looking for a New Market Manager

The Hopkins Farmers Market seeks to honor the farming roots of the City of Hopkins and support sustainable family farms and small cottage businesses by providing our community with the best possible homegrown produce, agricultural products, and homemade crafts sold by individuals from the farms and small cottage businesses that produce them.

The Hopkins Farmers Market (hereinafter referred to as the HFM), is located in the City of Hopkins Public Parking Lot 300, on 9th Avenue, south of Main Street. Hours of operation of the HFM are 7:30 a.m. to Noon every Saturday from the 2nd or 3rd Saturday of June to the last in October. The HFM will operate on market days rain or shine.

The Hopkins Farmers Market Winter is located indoors at Hopkins Activity Center, 33 14th Avenue N., Hopkins, MN 55343. Hours of operation: November thru mid-December, 10:00 am to 1:00pm.

MARKET MANAGER POSITION SUMMARY

The Market Manager (hereinafter referred to as the MM), will work closely with the Hopkins Farmers Market Board of Directors (hereinafter referred to as the BOD); assisting with marketing, development, and supervision of the Hopkins Farmers Market, focusing primarily on coordination of vendors and onsite operations of the HFM.

QUALIFICATIONS

- Familiar with the philosophy and objectives of farmers markets, locally grown foods, community relations, and public service.
 - Experience with computer databases and word processing, social media, Facebook, web communications and processing email correspondences.
 - Organized and efficient with the ability to work independently with good time management skills and experience in event planning.
 - Friendly and outgoing, establishing and maintaining a positive and effective working relationship with the BOD, vendors, the public, government entities.
 - Ability to communicate effectively, both orally and in writing, with diverse clientele.
 - Must have a valid driver's license and a vehicle.
 - Familiarity with emergency and accident procedures and ability to respond appropriately.
- Certification as a First Responder or advanced First Aid desirable.
- Must be able to sit or stand for long periods of time.
 - Ability to lift 40 pounds.

EDUCATION

High school diploma or equivalent required.

A bachelor's degree, or work experience, in a related field is desirable, with at least one year of work or volunteer experience in planning/managing community related events preferred.

RESPONSIBILITIES

The Market Manager assists the BOD in the running of a successful market. The MM will assist in establishing the market site plan and oversees market day activities, including but not limited to market tent and sign set up, tear down and storage, directing vendors to proper stall space, monitoring the market for compliance and safety. The following list of responsibilities will be modified as needed by the BOD.

RESPONSIBILITIES - details

- Actively recruit vendors for market to assure all stalls are filled each market day.
- Daily monitoring of HFM email and phone
- Enforce rules and procedures by following the market guidelines in the Rules of Operation, hereinafter known as ROO, with BOD approval and support.
- Serve as a liaison, communicating proactively and professionally with the BOD, vendors, customers, volunteers, and other market stakeholders.
- Supervise HFM volunteers, coordinate and oversee their on-site duties.
- Assist the BOD in planning, coordinating, and overseeing special events.
- Assist the BOD in promoting the HFM by using, but not limited to, press releases, email, telephone, Facebook, on-site promotions, and developing and maintaining relationships with local media and correspondences'.
- Research and utilize resources in the community to support success of HFM.
- Write routine correspondence such as weekly status reports to BOD, memos, inquiries, attendance and activity reports as directed by the BOD
- Handle emergencies following BOD protocol. Reporting to the BOD of an emergency situation, filling out an Incident Report and keeping the First Aid Kit in full supply.
- Execute daily market duties: set-up: post signs, barricades, tents, hand washing station and daily event necessities.
- Keep detailed daily books and promotions.
 - Time card to be reported bi-weekly.

MARKET DUTIES

- Oversee the market; lot, stalls, vendors, customers, guests, necessities, promotions & sales
- Set up hand washing station with water, soap & hand towels.
- Keep detailed daily books and promotions. ATM, EBT, SNAP, Market Bucks & Promotions
- Market signs, post and take down
- Tent: Set up and take down: needed tents with weights
- Banners/Signs: set up and take down
- Promotions: Set up and take down
- Run ATM: manage daily counts, books, make transactions
- Collect & Record Vendor: Reimbursements, Stall Fees, etc.
- Manage Volunteers for complete coverage needed for daily and special promotions

WORK SCHEDULE

Work schedule for the pre-season organization (January thru mid-June) shall be determined by the BOD and communicated to the MM. Preseason work schedule will include but is not limited to attendance at BOD meetings (approximately 14 throughout year), time for correspondence with vendors, marketing and promotion (approximately 5-7 hrs. per week).

Hopkins Farmers Market Summer (Mid-June thru October) Saturday's , 20-week market season which includes but is not limited to attendance at all markets, setup and tear down of market stall and signs, completion of weekly reports, and other assignments as they arise (approximately 10 hrs. per week).

Hopkins Farmers Market Winter (November thru Mid-December), 7 - Saturday's, 4 hrs. each)

WAGES

Wages (\$18.00 per hour) will be determined by the BOD and the yearly budget. Applicants experience will also have a factor. A review of job execution, duties and wages will be performed by BOD on a yearly basis.

* Summer Market est: \$2520, Winter Market est: \$500, * Off market up to \$ 1000.

All hours/pay not to exceed \$4000. per year unless determined or approved by the BOD.

Please apply by email to hopkinsfarmersmarket@gmail.com.

Questions, please call 952-583-1930,