

## **Sammamish Farmers Market Manager Job Description**

**Job Title: Sammamish Farmers Market Manager**

**Job Type: Contract**

**Salary: \$23-\$30 per hour**

**Location: Sammamish, WA**

### **Job Summary –**

Since 2008, the Sammamish Farmers Market has become a gathering place for the community while attracting 1,300 to 1,500 people each week. The market is not only a place to buy locally grown produce but also a place to shop for unique handcrafted items, enjoy live music and enjoy wonderful food. The Sammamish Farmers Market is managed by the Sammamish Chamber of Commerce.

The Farmers Market Manager is responsible for supporting the daily operations at the Farmers Market. This position is part-time, 16 hours per week with a semi-flexible work schedule. Must be available and present for all scheduled events. Must be available to work every Wednesday from May-September.

### **Key Overall Duties and Responsibilities**

- Attendance at the Market every Wednesday over the regular summer season is required.
- Hourly requirements per week are at the discretion and capability of the market manager providing that all required tasks are sufficiently completed and in addition to 9 hours in person at the market Wednesdays.
- Set-up and break-down for the Wednesday Market, maintain presence for the entire duration of Wednesday Market in all weather conditions.
- Ensure emergency and safety protocols are observed and followed on market grounds.
- Attend monthly planning meeting with SFM Committee and weekly check in meetings with Chamber CEO to ensure smooth running of the Market.
- Manage market volunteers, non-profit booths, entertainment, and all vendors.
- Work with chamber staff or BOD representative to make sure all market day sponsor commitments are maintained (i.e. booth placement, supplies, etc.).
- Weekly emails to confirm vendor attendance.
- Support event days as decided by SFM Committee.
- Update vendor layout and reach out to additional vendors as needed.
- Stay informed about industry trends and best practices to enhance event planning.

### **Key Vendor Specific Duties and Responsibilities**

- Maintain accurate records & documentation on chamber OneDrive.
- Use ManageMyMarket.com to maintain all vendor information.
- Ensure that all applicable licenses, and permits are filed with the relevant agencies.
- Complete weekly financial accounts.
- Prospect for new vendors as needed and facilitate a full and diverse market product mix with priority concentration on more farmers and secondary concentration on processed food vendors.
- Serve as primary contact for potential new vendors seeking to submit applications, providing guidance for compliance with market policies and procedures. Review all vendor applications (new /returning) in a timely manner.

- Identify key vendor needs that can be addressed through policies, partnerships, and other support services and communicate this information to the Sammamish Chamber Board
- Respond to customer questions in a friendly and positive manner.
- Oversee and manage market volunteers, including maintaining hours, weekly follow up and reminders.

#### **Knowledge, Skills, and Abilities:**

- Highly positive attitude and behavior.
- Demonstrates a high level of personal integrity and professional behavior.
- Excellent time management and organizational skills and ability to work autonomously.
- Excellent interpersonal and relationship building skills.
- Ability to work both independently and as part of a team.
- Exercise strong critical thinking and decision-making skills.
- Ability to proactively set goals and take action.
- Demonstrate excellent written and verbal communication skills.
- Ability to use email, database, and other software.

#### **Education and Experience**

- Experience working as a farmers market manager or with vendors at events.
- Event coordination and execution experience
- Experience working with non-profit organizations.

#### **Physical Requirements**

- Must be able to lift up to 50lbs at times.
- Prolonged periods of standing and walking

The Sammamish Chamber will manage the following:

1. Work with the city of Sammamish for the Street Banner Permit
2. Contact Insurance Company to update insurance coverage.
3. Manage all sponsors and Business Booths and confirm with the market manager their attendance at the market.
4. Coordinate marketing with website volunteer.
5. Update banners as needed.
6. Order new a-board signs and signage as needed.
7. Create schedule for manning chamber booth at market.

If interested in applying for this position, please send a letter of interest along with a resume to [manager@sammamishfarmersmarket.org](mailto:manager@sammamishfarmersmarket.org).