

## Job description: 2018 Season Farmers' Market Co-Day Manager



### Overview:

The Andover Historical Society is a non-profit organization dedicated to building connections between people, create a sense of place and belonging, and play an important role in community development by connecting Andover's stories to the community. We manage an outdoor farmers' market in downtown Andover on Saturdays from June 23rd through October 20th, 10:00am – 2:00pm.

We are seeking a Co-Market Day Manager to oversee market day operations on Saturdays throughout the season. The ideal candidate will be an enthusiastic advocate of the Farmers' Market, Andover Historical, and the healthy local food movement. The Market Day Manager must be reliable, self-motivated and have good communication and customer service skills.

This is a seasonal position that will involve part-time hours during the market season. Hours are Saturdays June 23rd, 2018 through October 20th, 2018 (6-7 hrs/week), 8:30am to 2:30pm. Depending on availability, the Day Manager may be asked to set out parking signs Friday evenings preceding market Saturdays. The Day Manager's general responsibilities include: managing vendor relationships, coordinating market set-up and break-down each day, taking market visitor counts, helping promote the market, assisting with social media postings during the market and assisting with the market's special events program.

We are looking for a Day Manager who can commit to the entire market season June through October. Pay rate is \$11 per hour, depending on experience. The new Co. Day Manager will alternate weekend responsibilities with our current Market Day Manager. The schedule will be determined by the Co-Day Managers and will average two Saturdays a week for the season.

The Andover Historical Society is an Equal Opportunity Employer.

### General Requirements:

The Market Manager must be available during all market hours throughout the season, be willing and able to work outside in all weather conditions; and be able to safely lift and carry at least 50 pounds. The position requires the ability to work independently as well as inter-dependently with the team of volunteers, interns and staff members.

### Responsibilities:

Specific responsibilities will be determined by the needs of the customers, our partners and the vendors at the market. Generally, the Market Day Manager is responsible for the following activities:

#### **Market Operations**

- Arrives at market 1 to 2 hours before opening and stays ½ hour after closing to coordinate market set-up and closing.
- Sets up safety cones prior to vendor arrival, sets up Farmers' Market/Historical Society tent, table and display.
- Places directional signs promoting the market around the community at key locations prior to opening on each market day, and removes those signs at the close of market.
- Coordinates vendor parking and set-up, ensuring vendors are in the correct space.
- Staffs the Farmers' Market/Andover Historical table providing information to customers and vendors.

#### **General Market Support**

- Develops and maintains good working relationships with Andover Historical staff and interns, market vendors, customers and community members.
- Assists vendors, community representatives and customers by providing market-related information, conflict resolution and general aid as appropriate.
- Enforces market rules.
- Occasionally assists vendors by providing limited set up help and brief personal breaks.

#### **Outreach and Marketing**

- Works with Andover Historical and our partners to promote the market through social media.
- Educates customers about the Andover Historical's mission to foster community engagement.
- Assists with the development and coordination of special events – including Andover Day, market day activities, and musical performances.

Please send application materials to [info@andoverhistorical.org](mailto:info@andoverhistorical.org)