

General Requirements

The Market Coordinator will be responsible for all aspects of market-day operations.

General responsibilities include: managing vendor relationships, coordinating market set-up and break-down each market day, assisting with social media and general marketing activities to promote the market, answering customer questions, assisting with the market's special events program and promoting the market.

Duties and Responsibilities

Market Operations

- Ahead of each market-day, prepare & distribute a booth layout.
- Arrive at market ahead of opening to coordinate market set-up, greet vendors and ensure vendors are in the correct space.
- Ensure market appears clean and welcoming.
- Set-up & staff the market tent. Be visible and accessible to vendors and customers during the day.
- Develop and maintain good working relationships with vendors, customers and community members.
- Enforce market rules fairly.
- Ensure complete market tear down after all vendors have left ensuring the market area is clean and meets all the requirements laid out in the market lease agreement.
- Ensure storage shed is kept clean and organized.
- Maintain a list of physical assets, their location and advise Board of any repairs/maintenance required.

Board/Committee Relations

- Work with the Board to develop and implement, maintain, and review, an emergency readiness plan. (ie. Medical events, weather events, lost kids, etc)
- Attend Board and Committee meetings as requested. This will entail 5 orientation meetings ahead of the commencement of the Outdoor Market in early May, and occasional meetings as needed, outside of market-day, during the season.

Market Rules

- Work with the Board to develop, maintain and enforce market rules and ensure they are reviewed and updated as necessary.
- Interpret the market rules, in conjunction with a Board member, for vendors and others in a consistent and fair manner.

Regulatory Compliance

- Have a working knowledge of local bylaws and associated regulations that impact vendors.
- Ensure vendors and the market operations are in compliance with all local bylaws.
- Work closely with the local public health inspector and other agency inspectors to ensure

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regulatory issues are addressed within the market and by the vendors.

Administrative Record Keeping

- Monitor and collect any daily vendor stall fees, in conjunction with the Treasurer.
- Maintain accurate and complete records on the market and vendors including but not limited to: daily attendance and incident reports.

Volunteer Recruitment and Retention

- Assist in recruiting, and train volunteers for market operation.
- Manage and coordinate volunteers and volunteer activities.

Communications

- ~~Support the Marketing Committee with media contact, market images, and other promotional information requested.~~
- Respond to calls and emails from vendors, customers and the community regarding market-day in a timely manner, including directing queries to the appropriate Board member.
- ~~In conjunction with the Board, represent the market with external stakeholders including neighborhood associations and business associations.~~
- *Assist in: identifying* ~~Identify~~ new community partners, establish relationships and maintain communications.
- Communicate respectfully with vendors, board/committee members, sponsors, inspectors and other stakeholders.
- Assist *the Brand Manager* with the development and coordination of special events.
- Maintain the “Procedures” manual.

Vendor Coordination

- Ensure all vendors complete an application form prior to the start of market season.
- Keep a list of vendors coming to each market day;
- Help new vendors adjust to the market ensuring they know about all the requirements and are in compliance.
- Maintain positive, helpful relationships with all vendors.

Market Evaluation

- Receive input from vendors and others, ~~and provide written report to the Board~~ *alongside the Brand Manager.*

Other Duties

- Carry out any other duties collaboratively arranged with the Board.

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