

Crawfordsville Farmers Market

- Market Manager Position

The Crawfordsville Farmers' Market is supported by the City of Crawfordsville and its partners. Located on 100 West Pike St, the market provides direct-to-consumer access to locally grown fruits, vegetables, other farm products, and artisan crafts. It fosters healthy community and helps enhance the downtown historic district. Annual market operations are late April through the last week of October.

Job Description

The Market Manager is a part-time position with the primary responsibility being management of the market's regular operations.

Responsibilities

Duties for the market will vary from in-season to off-season. They include but are not limited to: Saturday market administration/management, vendor communication, social media and advertising, event planning, onsite and offsite logistics.

It is expected that the market manager have strong interpersonal communication skills and the ability to interface effectively and respectfully with market vendors and the public.

Although it is expected that the market manager be present at the Saturday farmers market throughout the market season, working hours outside market time and off-season are flexible.

Compensation

Contractual work relationship. Pay Negotiable. (\$12-\$14 per hour based on experience)

Reporting Structure

The manager will report to a representative from the City of Crawfordsville. A volunteer market advisory committee comprised of vendor representatives and city partners will meet with the market manager periodically through the year to provide assistance and help with jurying craft vendor applications.

Training

The manager will receive basic instruction on typical farm market operations, including education on necessary permits, food safety, etc. The advisory committee will assist with furthering educational opportunities.

Applicants should submit a letter of interest or resume to:

Todd D. Barton, Mayor
300 E. Pike Street
Crawfordsville, IN 47933

Or via email: tbarton@crawfordsville-in.gov