

Ashe County Farmers Market Manager Job Description

The Market Manager will report directly to the Ashe County Farmers Market (ACFM) Board of Directors and serve as liaison between the Board, vendors and customers. The Market Manager position will be part-time at this time. He/She will troubleshoot any problems that occur while the Market is open and report them to the Board. He/she will be responsible for enforcing all Market Policies and Guidelines at all times. He/she must have good computer skills and great personality and communication skills. Also, the Market Manager will perform any other duties as assigned.

Cleaning and keeping Market Tidy:

- Purchase all cleaning supplies, bathroom supplies and coffee supplies necessary for the Market throughout the year - Treasurer will reimburse for cost of supplies.
- Bathrooms – clean commodes, sinks, and sweep and mop floors. Stock enough toilet paper and hand towels for upcoming weekly Market.
- Refurbish coffee supplies, hot chocolate, tea, etc. for the next Market day.
- Clean coffee pot after each use and the coffee area – mop floor in coffee area after each Saturday Market day.
- Sweep and keep Offices/Store Rooms and Merchandise area tidy.
- Overall, keep the Market clean and tidy.

Meetings:

- Coordinate, along with the Chair of the ACFM Board of Directors, the Board of Directors meeting, General Membership meeting and March Expo or any other meetings concerning the ACFM – set agenda, meeting room facilities, times, any reports and paper copies.
- Attend and be involved with the West Jefferson Town Alderman, Town Manager and Committee groups – Chamber of Commerce, West Jefferson Business Association, West Jefferson Community Partnership Committee, Christmas in July, Hometown Christmas Committee and possibly others if necessary.

Advertising:

You will be responsible for writing all ads and articles regarding weekly markets as well as special events. Submit these to all media outlets to include: The Jefferson Post, Mountain Times, Winston-Salem Journal, High Country Host, Chamber of Commerce and WKSX Radio.

Special Events:

You will work with the Special Events Coordinator to set up all Special Events such as Fishing Expo, Fathers Day Grilling, Berry Pie Day, Veggie Grilling Day, Tomato/Salsa Day, Quilt Day, Fiber Day, Cake Day, Apple Pie/Cobbler Day, BBQ Fundraiser Day, Halloween Event or any other event. Make sure tents, chairs and tables are set up prior to the event that Market day.

In January (weather permitting), you will meet with the March Expo Committee Chair to set up the March Expo. You will need to help with the agenda, date and time, meeting facilities, vendor sign-in area and program.

Also, you will work with the Special Events Coordinator to set up all Craft Jurying dates, times, judges and meeting facilities.

Daily Market Responsibilities:

The Market is currently open on every Saturday from 8:00 am – 1:00 pm (April – October); Wednesday from 8:00 am – 1:00 pm (July – September); Holiday Market from 10:00 am – 2:00 pm (November – December). The times and dates are subject to change.

Please see attached: