



### **JOB OPENING – MANAGER, HADDONFIELD FARMERS MARKET**

The Haddonfield Farmers' Market Committee is seeking to hire a Market Manager – a paid part-time position -- to oversee its seasonal market. The Haddonfield Farmers' Market is open Saturday mornings, rain or shine, May through October.

Job Responsibilities are as follows:

- Work closely with and support Farmers' Market Committee to successfully open and manage the market for 2010.
- Physically set up the Market each Saturday during season by 7:30am, including Market table/booth/tent; tables/chairs/umbrellas; signage; supplies, etc.; and break down and store same by 1pm each week.
- Work closely with and support Farmers' Market Committee on managing budget, including both expenses and revenues, including collection of vendor fees per the approved schedule.
- Arrange for any needed vendors, including but not limited to any required cleaning services, sanitary facilities, etc.
- Reserve assigned space for growers and other vendors, and reassign space in the event of absences or late arrivals.
- Monitor the customer parking situation and resolve conflicts that may arise.
- Announce the opening and closing of the market each week.
- Record attendance and keep a brief log of market events.
- Resolve minor disputes between growers and between customers.
- Enforce market rules and report alleged violations, per established Regulations.
- Convene producers at the market for brief meetings as necessary.
- Submit a written report to the Farmers' Market Committee at the end of the season.

Compensation is commensurate with relevant skills and experience. All resumes and cover letters should be submitted by February 15, 2010, to:

Haddonfield Farmers Market, P.O. Box 603, Haddonfield NJ 08033, or email to [info@haddonfieldfarmersmarket.org](mailto:info@haddonfieldfarmersmarket.org)