



**HUDSON FARMERS MARKET, INC.**  
**P.O. Box 1073**  
**Hudson, OH 44236**

**Location:** Hudson Ohio

**Job Title:** Market Manager (Contractor Position)

**Reports to:** Hudson Farmers Market Board of Directors

**Type of position:**

Contractor (Part-Time)

The Market Manager Position will be a Part-Time Contract Position paid hourly for an average of 10-20 hours per week during the market season and as required (0-12 hours per week) out of season.

Starting hourly rate: \$20

**GENERAL DESCRIPTION**

The contracted Market Manager will act primarily as the market site manager with support from the Board of Directors. The Market Manager will attend Board meetings or work groups as necessary for coordination and updates, communicating with the Board routinely. This position is responsible for knowing and implementing HFM market, state and county guidelines, rules and regulations regarding market safety, liaison with city, state and county authorities, and vending. The main in-season duties include weekly (Saturday) market operations and logistics; communications with vendors, customers, volunteers, and other stakeholders as needed. Other critical activities include customer service, market day research, vendor conflict resolution, supplies, and equipment maintenance. Oversight and coordination will be provided by the Board President in coordination with other Board Members.

In focusing on being a true "producers market," the Market Manager will be responsible for ensuring vendors are selling only goods produced on premises or otherwise approved by the HFM Board.

**PREFERRED EXPERIENCE**

- Prior management or leadership experience(farmers markets or other retail/food service settings)
- Project Management
- Event promotion and marketing
- Awareness of Hudson Community Events

**SKILL PREFERENCES**

- Effective Communicator
- Conflict Resolution
- Anticipates and responds to changing conditions
- Works effectively with others
- Takes full accountability for delivering on commitments
- Organized and detailed-oriented

## JOB RESPONSIBILITIES

### I. PRIOR TO THE MARKET SEASON

#### A. Market Site & Logistics

1. Meet with Board and/or Market Logistics work group
2. Setup of market signs
3. Street closure (if necessary)
4. Booth marking each market prior to market opening
5. Maintenance of fire safety lanes
6. Orderly clearance of Main Street Safe and orderly Market tear-down
7. Ensure market supplies/materials are in place each market
8. Check market supplies/materials and replace/repair as needed
9. Assist as Liaison to Other Community Events

### II. MARKET SEASON (JUNE TO OCTOBER)

#### A. Market Operations – Coordinate Weekly:

1. Safe and orderly assignment and setup of stalls and market opening
2. Ensure compliance to Market, City and Safety guidelines
3. Assist Coordination and oversight of volunteers and assigned activities
4. Assist Coordination of special events
5. Collection of vendor fees as necessary
6. Provide assistance to vendors during Market as necessary
7. Maintain vendor attendance records
8. Resolve any disputes or concerns during the event
9. Assist in setup/management of market/restaurant exchange

## OTHER RESPONSIBILITIES

- Liaison with Market Vendors
- Liaison with the Board of Directors
- Assist with Board Members in Liaison with the City of Hudson
- Assist with Board Members in Liaison with the Summit County Health Department
- Assist with Board Members in Liaison with the Ohio Department of Agriculture/Ohio Pride
- Other duties may be assigned

REVIEWED BY

*Title*

APPROVED BY

DATE POSTED

DATE HIRED