



Position: Farmers Market Manager

Start Date: May, 2024

Application Deadline: April 19, 2024

Position Summary: The Farmers Market Manager for Boyne City Main Street's "Best Market in the North" is the person responsible for all aspects of the year-round operations of the market. The right person should be friendly and well-organized and can carry-out a variety of roles in any one weekly period, from market and vendor management to behind the scenes state and local food program management. Interest in localized farming is key. Much of this work is done on your own schedule, but attendance at the markets, for the set-up and duration, is a must.

Term of Position: This is an up to 30 hours per week, year-round position. Attendance at the Wednesday and Saturday markets in the summer, along with the Saturday markets in the Pavilion in the cooler months, is mandatory. This position reports directly to the Boyne City Main Street Executive Director, with assistance from the Market Committee that meets primarily in the winter. The position will have interaction with the Main Street Board of Directors, Main Street staff, volunteers, and other community organizations and businesses. Hourly rate is \$20.

General Qualifications:

- Position requires an energetic, passionate and creative self-starting professional
- Interest in food, farmers, food justice and entrepreneurship is vital
- Solid computer skills and proficiency in Word, Excel, PowerPoint, Google Docs is needed
- Organized, dependable and able to work independently
- Physically able to set up equipment (tents, tables, chairs), stand/walk during shifts of 4-5 hours and carry 20+ pounds and manage the happenings of a large summer market

Range of Duties:

- Oversee and coordinate the efficient operation of the market, ensuring that problems with product quality, complaints, or unwelcome visitors are dealt with quickly and fairly.
- Organize music, entertainment, promote events and fundraising efforts. Place directional signage around downtown on Market Days.
- Administer and operate all state and local food programs and maintain the financial records and reporting as required.
- Full description available if interviewed.

Contact Information:

Submit letter of interest and resume to:

Boyne City Main Street
Attn: Ingrid Day
113 S. Lake St.
Boyne City, MI, 49712

or, preferably, email: mainstreet@boynecity.com. Initial deadline to apply is April 19th, 2024.

The Boyne City Main Street Program is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, age, sex (including pregnancy and conditions related to pregnancy), national origin, disability, weight, height, misdemeanor arrest record, genetic information, marital or veteran status, sexual orientation, transgendered status, or any other status protected under applicable law.