



BisMarket BisMarket

## 2022 Part-Time Market Day Manager

[BisMarket](#) is a community farmer's market located along Sweet Avenue adjacent to Kiwanis Park in Bismarck every Saturday, June 4 - October 8, from 10am – 1pm.

We are seeking an energetic, motivated, and qualified individual to fill the part-time Market Day Manager position.

### **Essential Functions:**

1. Oversee all market day activities for BisMarket
2. Fully understand Market Rules including SNAP policy and SNAP Incentive program
3. Manage market set up (beginning 8:00 am) and tear down (done around 2:00 pm)
4. Assist market vendors with booth assignments; handle vendor fee payments
5. Coordinate market day entertainment, kids activities, and special events contacts
6. Customer relations: provide market information, manage coupons, promotions, incentives, food donations, information booth, track attendance
7. Create market day social media content to feature products, vendors, entertainment and other activities during market hours
8. Manage credit card and EBT/SNAP machine
9. Ensure that all vendors abide by Market Rules and enforce as needed
10. Enforce tobacco-free policy if needed (customers and/or vendors)
11. Drop off any fresh food donations to local food pantry partner after market
12. Additional duties as deemed necessary

### **Possible duties may include:**

1. Vendor relations: assist Local Foods Coordinator with vendor recruitment, email/phone correspondence, record keeping
2. Media interviews at market
3. Seek funding sources for sustainability of market organization and market manager position

### **Qualifications:**

1. Exceptional organizational skills with attention to detail
2. Must possess good computer skills and knowledge of Google suite (Gmail, Calendar, Drive)
3. Strong leadership skills and self-motivated
4. Knowledge of and passion for local foods and goods
5. Excellent communication skills, written and verbal
6. Experience working with diverse groups
7. Marketing and networking skills
8. Efficient and appropriate use of social media
9. Management and/or customer service experience preferred

Outdoor working conditions for BisMarket. Light to moderate physical duty; walking, some lifting, standing for extended periods of time. The position is part-time, temporary, contractual. Hours are Saturdays 8am - 2pm, June through October, with potential for minimal hours throughout the week. Approximately 5-8 hours per week. Ability to take 3 Saturdays off with advance notice. Salary range is \$15-\$20 per hour depending on experience. The Market Manager position is 100% grant and community partner funded, with hopes of continued funding. This position is supervised by the Local Foods Coordinator with support from the BisMarket board of directors.

**Please send a cover letter and resume to: [info@bismarket.com](mailto:info@bismarket.com). This position is open until filled.**