

The Downtown Topeka Farmers Market is hiring for positions of market manager and assistant market manager. The farmers market is a lively center of community connection and involvement. We are a not-for-profit organization made up of area farmers, crafters, bakers and hot food vendors. The Market is a place to gather to sell goods to the public. Market runs each Saturday from April 13 until November 2. Our hours are 7:30 am-12:00 pm. Currently the farmers market features over 100 vendors each week during the peak season months.

Market manager should value the hard work that goes into running a small business and want to see those businesses succeed. Manager should have a drive for community connection. One goal of Topeka Farmers Market is to reach more individuals on public assistance; our Market Manager must be willing to look for ways to reach these individuals through grant writing and advertising. We need someone to speak to area businesses and organizations about sponsorships and drive business to the market through advertising and hosting events at the Farmers Market.

Market Manager is required to be at the Farmers Market each Saturday morning during market season from 6:00 am-12:30 pm. Market Manager is required to have a valid driver's license and drive market van to market.

Duties include and are not limited to:

- Informing vendors where to set up
- Addressing vendor and customer concerns
- Collecting stall fees
- Running social media platforms
- Answering the market telephone throughout the week
- Advertising
- Locating sponsors and grants
- Attend the spring meeting
- Enforcing the rules and run the market pursuant to our by-laws and determinations by the market board.
- Operating snap and senior coupon programs
- Operating information booth
- Operating and managing special events for the market
- Collecting mail
- Screening vendor applications
- Organizing Bills for Payment

Market Manager wages are:

\$1,000.00 per month from April through October (4.5 week average).

Approximate time: 10-15 hours per week.

\$1,000.00 total for November through March. Approximate time per week: 2-5 hours

Applications and resumes can be emailed to topekafarmersmarket@gmail.com

Applicants will be contacted to set up interviews.