



Assistant Market Manager Job Description

The Durham Farmers' Market (DFM) seeks an experienced, outgoing person to assist the DFM Market Manager in managing the DFM. This is a part-time position. The Assistant Market Manager will work approximately 20 hours per week from mid-April through mid-October and approximately 12 hours per week for the remaining 6 months of the year. The DFM is a dynamic market that has been at the center of Durham's local food movement. The Assistant Market Manager will have the opportunity to work under the direction of a creative and experienced Market Manager and a group of innovative and dedicated farmers and crafters who are members of the market. In addition, the Assistant Manager will interact with a large variety of DFM customers who come from all walks of life, as well as, members of the Durham civic community who are dedicated to the mission of the DFM. The job is dynamic, interesting, and meaningful.

The following describes the duties and desired qualifications of the Assistant Market Manager.

Job Duties: Assist the Market Manager by

- Attending all Wednesday and Saturday Markets, year round, arriving one hour before opening and leaving one hour after closing
- Selling and maintaining inventory of DFM merchandise at the Market
- Collecting Vendor fees
- Answering questions from both customers and vendors at the Market
- Ensuring that each Market runs smoothly by solving some problems as they arise and referring other problems to supervisors
- Participating in executing tasks outside of market hours, such as, coordinating Market events and general promotions; carrying out special projects; making copies of Market flyers and documents; and occasionally

making presentations to various organizations about the Market's goals and activities

Hours

Weekly hours for this position will vary according to season. The Assistant Market Manager must be able to work as many as 20 hours a week during the Market's peak season (summer). During the winter, the Assistant Manager will need to work approximately 12-15 hours a week.

Pay

Starting pay is \$12-\$14/hour, commensurate with experience

Experience Needed

- Farming and/or experience working at or managing a farmers' market strongly desired
- Interest in cooking, nutrition, slow food, and the local food movement
- Sales experience and/or customer service experience
- Demonstrated proficiency with social media

Necessary Skills

The Assistant Market Manager must:

- Be able to handle a variety of responsibilities during the market hours
- Have excellent problem resolution skills
- Be able to productively interact with a very diverse group of people
- Possess excellent customer service skills
- Be organized and have excellent attention to detail
- Have basic math skills (be able to make change without the use of a cash register or calculator)
- Be comfortable speaking to small groups of people about the Market's goals and activities
- Be enthusiastic about farming and food
- Spanish-speaking skills a plus, but not a requirement

Requirements

The Assistant Market Manager must have:

- A computer, internet access, and a phone
- Reliable transportation and a valid NC driver's license
- The ability to lift 50 pounds
- The ability stand/walk around at the Market for 6 hours with minimal opportunities to sit down
- The ability to work outside in all weather conditions, year round
- A high school diploma, Associate's or Bachelor's degree preferred

Application

Please send a resume, cover letter, and the names and contact information for three references to info@durhamfarmersmarket.com

No calls please.

Please note applications will be reviewed on a rolling basis. Tentative start date is January 15, 2014.