



# Town of Dumfries

## 2012 Market Manager Vacancy

### **Overview:**

The Town of Dumfries is seeking a temporary/part-time Market Manager for the Town of Dumfries Farmers Market. The Market Manager will provide hands-on operation oversight and management of the Town's weekly Market. The Market Manager will be compensated at the rate of \$12 per hour will be paid for services provided. Please submit a resume and letter of interest by **Friday, June 22, 2012**, to:

Attn: Director of Community Services  
17755 Main Street  
Dumfries, VA 22026  
[cneville@dumfriesva.gov](mailto:cneville@dumfriesva.gov)  
(f) 703.221.3544

### **Employment Period and Hours**

Each Saturday, from 7 am – 1 pm beginning July 14, 2012 through October 27, 2012; and a one hour weekly meeting with the Director of Community Services prior to each Market Day. (One to two additional hours per week may be required throughout the market season).

The Market Manager will also be required to attend a meeting at the conclusion of the Market Season to evaluate the effectiveness of the Market and set goals for the next Market Season.

### **Market Operations**

- Make sure all vendors check in with him/her on Market Days by 7:30 am.
- Manage usage of the facilities, meaning the Market area and the rest rooms on Market Days.
- Serve as a point of contact/liaison between Town Staff and vendors.
- Ensure that approved vendors are the only ones vending on Market Days.
- Ensure that the Market opens and closes on time.
- The Market Manager shall make sure all vendors comply with their space assignments.
- Maintain an attendance list of all vendors who are present on Market Days.
- Ensures all vendors clean their area prior to departing the Market.
- To share information at the market, regarding instructions for other vendors to participate in the market, and/or be added to the waiting list.
- They will make sure facilities (outdoor restroom) are open at the beginning of the Market, and closed at the conclusion.

### **Required Skills**

- Excellent people skills: friendly, outgoing, tactful, strong communication with an emphasis on listening.
- Diplomatic conflict resolution.
- Highly organized and efficient.
- Highly reliable and dependable.
- Understanding of the multiple challenges confronting small farmers is a plus.