

Piedmont Farmers Market

518 Winecoff School Rd. Concord, North Carolina 28027

We are looking for a friendly, self-motivated, reliable, organized person to oversee the operations for Concord, NC location which is open in the Fall/Winter 9am-12pm and Spring/Summer 8am-12pm. We are the only year-round farmers market in Cabarrus County.

Overview

The market manager is the “face” of the market, and expected to be friendly, and possess strong written and verbal communication skills. The manager is also responsible for oversight of all operations, recruitment of and communication with vendors, communication with the Board, and our social media specialist.

Applicant Skills and Qualifications

- Access to reliable transportation
- Strong Interpersonal and communication skills
- Able to write and speak effectively
- Socialize and interact with a variety of people
- Enforce rules and regulations of the market
- Strong organizational skills with the ability to perform basic bookkeeping tasks
- Some computer skills are required answering emails and utilizing Google Docs
- Ability to work outdoors in seasonal weather conditions and lift up to 50 pounds unaided
- Manage conflict if necessary along with respond to inquiries from vendors and customers

Detailed Responsibilities

Arrive one hour before the market is open to coordinate setup
Check the grounds for safety hazards and resolve any quickly
Place/remove directional signs promoting the market each market day
Assign spaces to vendors and make adjustments as needed
Collect rental fees from vendors and maintain accurate records of payment
Stay at market until all vendors have left (usually 30 minutes after or less)
Ensure that the market site is clean removing all trash and cleaning the bathrooms
Establish and enforce regular hours of operation and policies
Conduct site inspections when necessary
Attend all market Board meetings, and keep the Board advised of the market's conditions, providing them with relevant data on gross vendor sales, market income, and feedback from customer and vendor surveys
Work with the Board to review, update, or create market rules, strategies for future growth, and partnerships with other organizations
Have knowledge of emergency procedures in place for accidents, medical emergencies, safety or crime issues, severe weather, or natural disasters.
The manager may be asked to upload images to our social media pages as well as answer emails as needed.

Interested parties should forward their resume to: NaomiPFM@gmail.com