



Hickory Farmers Market Association Market Manager Position

The Hickory Farmers Market Association mission is to provide community access to locally grown and produced healthy foods. Our focus is on contributing to the well-being, education and vitality of the community and local food economy for our residents, farmers and artisans.

The Hickory Farmers Market is looking for a new market manager for our vibrant, well established market. This position will require about 25 hrs/ week on average, and up to 30 hrs/week during peak season. We are offering a starting salary of \$35,000 for a well qualified candidate (salary with no benefits). The market is year-round and located in downtown Hickory, NC with 50-54 vendors in the summer and 20-30 vendors in the winter. The market manager must be able to set up, break down, and have an active and engaged presence during markets which are on Saturdays 8am-1pm and Wednesdays 10am-2pm April through October, and Saturdays 10am-1pm November through March. Outside of market hours, about 5-15 hrs/week are required for marketing, record keeping, planning and other market needs. This is a great position for someone who is interested and excited about local foods and farming, enjoys being outside, is looking for a semi-flexible schedule, is very organized and keeps good records, and has exceptional relationship and community building skills.

Duties would include

1. Managing vendors: review applications, collect vendor fees, collect certifications, enforcement of market rules, farm visits, handle disputes and complaints, market lay-out, and curate products together with the board.
2. Customer Service: Establish a presence at the market to help manage any problems and provide an attractive, safe and exciting farmers market. Communicate with customers through social media and a weekly newsletter about special events and products. Schedule and oversee special events at the market including music, chef demos, non-profits, and children's activities.
3. Marketing: Develop and implement a multi-level marketing plan, manage the website and social media, help develop and plan special promotional events
4. Recordkeeping: Assist the board, treasurer, and accountant in the development of the annual budget, submission of invoices, check-requests, and credit card receipts to the

treasurer and accountant as appropriate, and handle market correspondence. Maintain financial records for all EBT/debit/token transactions, the SNAP Program (WIC and Senior Program) and timesheets for market assistants.

5. Mail Management: Routine checking of the P.O box and routing mail as needed to ensure timely payment of bills and other responses.
6. Infrastructure maintenance: Set up or oversee the set- up of any infrastructure used by the farmers market including SNAP/EBT station set up, music tent, manager tent, etc.
7. Employee management: Assist in the hiring of any market assistants, oversee their work, and maintain and submit their work hours.
8. Meetings and Reports: Attend monthly board meetings on the last Wednesday of each month providing a market manager report prior. Organize seasonal vendor meetings. Report to the board any problems that need immediate attention. Maintain a good relationship with the Hickory Downtown Development Association, the City of Hickory, and any others who are affected by the presence of the market. Develop and maintain good relationships with our wider community and help establish the market as a good community partner.

Qualifications:

At least 2 years experience in retail/managerial work. Must be able to communicate verbally and in writing, possess excellent interpersonal and conflict resolution skills, working knowledge of Google Drive, webpage management, and social media. Must possess a valid NC driver's license and have an insured, registered vehicle. Must be able to lift up to 50 pounds during set up and take down of the market and walk the market grounds. Outside of allowed personal vacation days, must be able to work on all other market days.

Completed Application Package: email to DHFBoard@gmail.com with "Manager Position" in the subject line.

- 1. Cover letter explaining why you think farmers markets are important and what special skills you may bring to the position.**
- 2. Resume**
- 3. Completed Application (Please download this pdf in order to fill in the application, save, and email to the address above.)**



Hickory Farmers Market Association Application for Farmers Market Manager

PERSONAL INFORMATION

FULL NAME: _____ DATE: _____
First Middle Last

ADDRESS: _____
Street Address Apt/Suite

City State Zip Code

E-MAIL: _____ PHONE: _____

SOCIAL SECURITY NUMBER (SSN): ____ - ____ - ____

DATE AVAILABLE: _____

EMPLOYMENT ELIGIBILITY

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S? YES NO*

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO

*IF YES, PLEASE EXPLAIN: _____

EDUCATION

HIGH SCHOOL: _____ CITY / STATE: _____

FROM: _____ TO: _____

GRADUATE? YES NO DIPLOMA: _____

COLLEGE: _____ CITY / STATE: _____

FROM: _____ TO: _____

GRADUATE? YES NO DEGREE: _____



OTHER: _____ **CITY / STATE:** _____

FROM: _____ **TO:** _____

DEGREE/CERTIFICATION: _____

OTHER: _____ **CITY / STATE:** _____

FROM: _____ **TO:** _____

DEGREE/CERTIFICATION: _____

PREVIOUS EMPLOYMENT

EMPLOYER 1: _____

Company / Individual

E-MAIL: _____ **PHONE:** _____

ADDRESS: _____

Street Address

Apt/Suite

City

State

Zip Code

STARTING PAY: \$ _____ HOUR SALARY **ENDING PAY:** \$ _____ HOUR SALARY

JOB TITLE: _____ **RESPONSIBILITIES:** _____

FROM: _____ **TO:** _____

REASON FOR LEAVING: _____

EMPLOYER 2: _____

Company / Individual

E-MAIL: _____ **PHONE:** _____

ADDRESS: _____

Street Address

Apt/Suite

City

State

Zip Code

STARTING PAY: \$ _____ HOUR SALARY **ENDING PAY:** \$ _____ HOUR SALARY

JOB TITLE: _____ **RESPONSIBILITIES:** _____

FROM: _____ **TO:** _____



REASON FOR LEAVING: _____

EMPLOYER 3: _____

Company / Individual

E-MAIL: _____ PHONE: _____

ADDRESS: _____

Street Address

Apt/Suite

City

State

Zip Code

STARTING PAY: \$ _____ HOUR SALARY ENDING PAY: \$ _____ HOUR SALARY

JOB TITLE: _____ RESPONSIBILITIES: _____

FROM: _____ TO: _____

REASON FOR LEAVING: _____

REFERENCES
(PROFESSIONAL ONLY)

FULL NAME: _____ **RELATIONSHIP:** _____
First Last

COMPANY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____

FULL NAME: _____ **RELATIONSHIP:** _____
First Last

COMPANY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____

FULL NAME: _____ **RELATIONSHIP:** _____
First Last

COMPANY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____

MILITARY SERVICE



ARE YOU A VETERAN? YES NO

BRANCH: _____ RANK AT DISCHARGE: _____

FROM: _____ TO: _____

TYPE OF DISCHARGE: _____

IF NOT HONORABLE, PLEASE EXPLAIN: _____

BACKGROUND CHECK CONSENT

IF ASKED, ARE YOU WILLING TO CONSENT TO A BACKGROUND CHECK? YES NO

DISCLAIMER

Applicant understands that this is an Equal Opportunity Employer and committed to excellence through diversity. In order to ensure this application is acceptable, please print or type with the application being fully completed in order for it to be considered.

Please complete each section EVEN IF you decide to attach a resume.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

SIGNATURE _____ **DATE** _____

PRINT NAME _____

