

Farmers Market Assistant Manager

Farmers & Makers Markets (Calgary Earth Market Society)
Calgary, AB

Established in 2018 as a non-profit society to bring uniquely vibrant Alberta Approved Farmers Markets to Calgary's urban communities, the Calgary Earth Market Society (CEMS) operates two weekly summer markets, the Farmers & Makers Market Beltline on Wednesdays and the Farmers & Makers Market Sunalta on Saturdays. Our markets support more than 90 local farms, food producers and craft artisans, over 50 local artists and creatives, and a growing number of non-profit community service organizations each year, who join us in creating amazing market days while being meaningful contributors to a more accessible and resilient local food system, a supportive circular economy, and to more connected and creative communities.

The Opportunity:

CEMS is recruiting a part-time Assistant Manager to join our small but mighty team of passionate people responsible for "feeding communities and culture" at our Farmers & Makers Markets; and who is interested in growing with us as we build our market operations and community connections.

Essential to market-day operations, the Assistant Manager is a dynamic and versatile role. Training and working alongside the Market Manager, and then independently, they will help plan, organize and lead key areas of our Farmers Market operations on market days, and behind the scenes on non-market days. They will collaborate in planning and executing special projects and events, and have the opportunity to spearhead initiatives that further our mission.

This is an opportunity to develop event planning and project management skills while connecting with our local food system, supporting small business owners and entrepreneurs in our community, and contributing to a more vibrant and connected community.

Place of Work and Compensation:

This is a part time (26h/wk avg) seasonal contract position from May to October 7 2023, offering \$22.50/hour. There is the possibility to accommodate up to 2 weeks time off in lieu after August 15.

When market season opens, starting May 24, the Assistant Manager works on-site market days (Wednesdays 12:30-9pm, and Saturdays 7:30-4pm), with the remainder of the work week continuing primarily from home.

Key Tasks and Responsibilities

Market Day Management

- Site host for, and representative of the Markets and CEMS, liaising with and providing information and assistance to vendors, Market Stage artists, Kids Arts & Culture Program providers, Community Booth participants, visitors, partners, and sponsors

- Responsible for market site and market-day operations, ensuring smooth and successful market day activities; leading, directing and assisting as needed especially in the following areas:
 - Mark out vendor layout according to the weekly market map prior to vendor arrival
 - Direct, oversee and assist Assign daily duties Ensure efficient and timely set-up and teardown of market site including F&MM and community booths, seating areas, entertainment equipment, signage, etc
 - Direct efficient and timely vendor load in/out and stall set-up
 - Perform routine vendor and venue audits to ensure conditions of all permits, venue regulations, market standards, bylaws, etc are met or exceeded
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 - Oversee and assist market staff and volunteers
 - Oversee Market Stage and Kids Program
 - Ensure market property and rentals are maintained, and are securely stored and/or transported at the end of market day.
 - Capture market day moments through photo and video
 - Complete end of day Market reporting before 10am the day after each market
- Familiar with non-compliance, accident and emergency procedures, responding appropriately in the moment and following reporting procedures after the fact
- Perform other duties and assumes responsibilities as apparent or assigned by the market manager

Non-Market Day Responsibilities

- Fine tune and manage the Market Volunteer program
- Assist with Market Membership Program administration
- Actively seek to develop community connections and partnerships that support our mission and the work of related community organizations and groups
- Contribute to weekly vendor emails, newsletters, and website updates
- Participate in planning, organizing and executing Special and Seasonal Events
- Participate in vendor recruitment, application assessment, processing, contracting, and scheduling
- Other work/projects as assigned or collaboratively determined

To be successful as our new Assistant Manager of the Farmers & Makers Markets you:

Are a high energy, detail oriented team motivator who has an interest in local food, community service, and are innovative and flexible in your ability to achieve our organization's goals. We look for people who are positive, collaborative, full of new ideas and are motivated to work hard to ensure access to local food in our region and successful, thriving markets.

Skills/Attributes Required

- Class 5 driver's license
- Excellent customer service skills, critical thinking ability and a creative problem solver
- Strong communication skills: able to speak, listen and write in a clear, diplomatic and thorough manner with a variety of stakeholders
- Manage ambiguity well. Adapt to changing priorities and conditions in an agile way, reacting and making well-reasoned decisions calmly, quickly and effectively
- Excellent organizational and time management skills, with the ability to plan and oversee multi-faceted event logistics
- Enjoy and are able to work effectively independently, collaboratively, and with direction
- Are comfortable directing vendors, enforcing market policies, and able to maintain positive vendor relations
- Experience in training and leading small teams
- Strong conflict management skills and ability to negotiate persuasively and achieve consensus amongst differing opinions.
- Have the ability to take an idea from concept to successful execution.
- Physically able to withstand long periods of standing or walking, lifting/shifting 50 lbs unaided and working in all types of weather (we operate in sun, rain and snow)
- Maintain a positive, energetic and professional attitude under pressure

Minimum Qualifications

- A commitment to and belief in shared values with those of our organization
- Experience working or volunteering as part of a team in a fast-paced customer service, community service, restaurant, or special event environment
- Completion of High School, with a preference for post-secondary courses/or experience in any of the following areas: event planning, marketing, administration, management, communications, human resources or community engagement
- Possession of a valid Alberta driver's license and reliable vehicle is necessary, as transporting market signage and audio equipment will be required
- Basic First Aid, ProServe, and/or Food Safety Certification are considered assets

Deadline for Applications: until position is filled

Please email a cover letter describing your reasons for wanting to join our Farmers & Makers Market Team, along with your resume to farmersmakersmarket@gmail.com; including '**Assistant Market Manager Application**' in the subject line.

We thank all applicants for their interest in this position, however, only candidates selected for an interview will be contacted.

CEMS values diversity and inclusivity, and strongly encourages women, 2SLGBTQIA+ individuals, people with disabilities, racialized persons, and Indigenous Peoples to apply.