

# Team Lead - Farmers & Makers Market Sunalta

**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 Team Lead for our Sunalta market location for our 2023 season, joining our small but mighty team of passionate people responsible for "feeding communities and culture" at our Farmers & Makers Markets.

The Team Lead is responsible for organizing, leading and assisting our Market Crew staff and volunteers at our Sunalta market location on Saturdays, and related behind the scenes work.

This is a great summer opportunity to work in an exciting market environment, gain event and festival experience, and to develop team leadership and operations skills while connecting with our local food system, and contributing to a more vibrant and connected community.

## Place of Work and Compensation:

This is a part time (12h/wk) seasonal contract position from June 3 to October 7 2023, offering \$20/hour, that can be combined with our Team Lead Beltline position on Saturdays for a 24h/week position.

The Sunalta Team Lead works outdoors on-site market days in all weather (Saturdays 8am-3:30pm June 3 - October 7), with the remainder of weekly hours offsite from home and in the community.

## Key Tasks and Responsibilities

### Market Day Team Lead - Reports to Assistant Manager/Market Manager

- Representative of the Market and CEMS, liaising with and providing information to vendors, staff, volunteers, market participants, visitors, partners, and sponsors
- Meets with Assistant/Market Manager at the beginning of each market to plan, and the end of each market to review the event.
- Leads Welcome Booth set-up and operations, Membership sales, customer service
- Leads and assists Market Crew staff and volunteers throughout the market day from set-up through tear down, ensures break coverage

- Familiar with emergency procedures, with ability to respond appropriately in the moment and follow reporting procedures after the fact
- Ensure market property and rentals are maintained, and are securely stored and/or transported at the end of market day.
- Perform other duties and assumes responsibilities as apparent or assigned

#### Non-Market Day Responsibilities

- Actively participate in developing community connections and promoting the market.
- Assist in staff and volunteer recruitment and assessment
- Participate in planning, organizing and executing Special and Seasonal Events
- Other work/projects as assigned or collaboratively determined

#### **To be successful as our new Sunalta Team Lead you:**

Are a high energy, positive, detail oriented customer service rockstar who can lead and motivate a diverse team! You'll likely have an interest in local food, community service, and are adaptable and flexible. We look for people who are positive, collaborative, and motivated to work hard to ensure access to local food in our region and successful, thriving markets.

#### Skills/Attributes Required

- Enjoy and are able to work effectively independently, collaboratively, and with direction
- 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
- Adapts easily to changing priorities and conditions
- Ability to train, lead and motivate small teams of staff and volunteers

#### Minimum Qualifications

- Experience leading (or as part of) a team in a fast-paced customer service, community service, restaurant, or special event environment
- Basic First Aid is an asset

#### **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](mailto:farmersmakersmarket@gmail.com); including 'Team Lead Sunalta' 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.*