

Peninsula Country Market Society

Tel 250-216-0521 Email info@peninsulacountrymarket.ca
www.peninsulacountrymarket.ca
Box 154, Saanichton BC V8M 2C3



Farmers' Market Manager

The Peninsula Country Market is looking for a dedicated individual to manage our community market. There are 19 markets over the market season, the first at the Brentwood Bay Festival (June 1) and the other 18 at the Saanich Fairground from June 8 to Thanksgiving. The market operates from 9am – 1pm on Saturday mornings.

Prepare for the market season

Review and approve vendor applications (Marketwurks) including required permits and approvals. Update vendor and membership information on Marketwurks and g-mail contact lists. Organize market equipment and supplies, including an appropriate First Aid kit.

Manage markets during the market season

Receive and respond to queries from vendors and customers (manage the PCM cell phone and email). Organize weekly markets including assignment of stall spaces for vendors and community groups during the week leading up to each market. Oversee the Market each Saturday including directing vendors to their stalls, managing volunteers and collecting market fees. Complete weekly a vendor report and deposit market fees.

Closing up the market

Submit an annual report to the PCM Board including any recommendations, secure market equipment and ensure all financial records to the Treasurer and update the membership contact database and email lists in preparation for the next market season.

Compensation

Total compensation for the market season is \$6,300 including a pre-market fee of \$450 to prepare for the market season, \$300 per market (19 weeks) and a post market wind-up fee of \$150 to cover activities performed after the last market.

Required skills

- Strong interest in supporting local agriculture and community arts
- Good interpersonal communication s
- Demonstrated organizational proficiency and computer skills
- Enjoy working outdoors – in all sorts of weather!
- Previous market manager or related experience an asset
- First aid training and food safety knowledge (Marketsafe or Foodsafe) an asset
- Attendance at all markets is expected