



Farmers' + Artisans' Market Coordinator

Contract – April to October 2018

The Gibsons Public Market is seeking a Coordinator for its seasonal Farmers' + Artisans' Market (weekly on Fridays). The Coordinator will be responsible for all aspects of the weekly Friday market, from set up/tear down of market site, recruiting and organizing vendors, to collecting weekly fees and maintaining accurate accounting records. If you are energetic, well organized and have a passion for promoting local food producers and artisans, this may be the job for you.

This is a contract position, \$20/hour, maximum 20 hours per week from April to October with the possibility of an extension. The Coordinator must be available to work every Friday during the contract.

Responsibilities:

- Recruit farmers and artisan vendors for market season (June-October)
- Communicate with, and organize weekly vendors
- Collect weekly vendor fees and maintain accurate accounting records
- Work with Events Manager to book weekly musicians at Farmers' Market
- Set up and tear down market site every Friday
- Organize public market consignment/information table
- Coordinate and give direction to volunteers, as needed
- Ensure market promotional lawn signs are posted prior to market, and collected at end of day
- Track, collect and maintain accurate recording of BCAF Nutrition Coupons
- Troubleshoot with vendors and mediate as required

Qualifications:

- Event and volunteer coordination experience
- Strong written and verbal communication skills
- Organized, with an attention to detail
- Money handling experience with ability to reconcile weekly monies as directed
- Outgoing and self-motivated
- Strong leadership skills with ability to work as part of a team
- Basic computer skills and access to home computer
- Ability to work in all weather and comfortable lifting equipment (up to 10 kgs)
- Valid BC driver's license

Assets:

- Familiarity with BC Association of Farmers Market guidelines
- Knowledge of local Farmers' Markets
- Established relationships with local artisans and Farm vendors

Please send cover letter and résumé to: admin@gibsonspublicmarket.com.

This posting closes on Fri. March 23 at midnight.

No phone calls, please. We thank all applicants. Only those shortlisted for interview will be contacted.
