

BRISTOL CORE

KEEPING DOWNTOWN BRISTOL VIBRANT

P.O. Box 413, Bristol, VT 05443 • (802) 453-7378 • info@bristolcore.org

Farmer's Market Manager Job Description

Position Summary

The Farmer's Market Manager position requires an organized, self-motivated individual working with the board to coordinate and run the weekly market. This part-time seasonal position starts with a few hours in the weeks leading up to the markets and more while the markets are running. The person will oversee and curate the market and serve as the face of the Market and Bristol CORE at the market.

Primary Responsibilities

The Farmer's Market Manager is expected to perform all primary responsibilities listed below.

- Recruit and manage vendors to ensure a robust and diverse vendor selection at the market.
- Manage vendor registrations and payment process, including maintaining an organized schedule of fees owed and deadlines, sending invoices to register and pay, tracking payments received, reconciling all expenses and fees, and following up on late payments to ensure timely collection from all vendors participating in the market.
- Work with the Bristol CORE board to ensure all insurance and permits are filed with relevant agencies.
- Book and coordinate live music acts to perform at each weekly farmer's market, helping to create a vibrant and festive atmosphere.
- Work with other community leaders and businesses that want to partner with the market.
- Create social media posts, print promotions, and newsletters to advertise the market through different channels.
- Gather market data like vendor sales stats, customer counts, etc., to track growth.
- Continually assess the ways the market should change or improve.

Desired Skills and Qualities

- Self-motivated with excellent time management abilities and organizational skills
- Good customer service skills/experience in interfacing with vendors and the public at the market
- Experience managing events, volunteers, or coordinating logistics
- Passionate about supporting local food, farms, and small businesses

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Organization Information

Bristol's local downtown organization, Bristol CORE, is essential to our active and engaged community. Its mission and passion are to unite people to keep Bristol vibrant, celebrate its history, and plan for its future.

The non-profit 501(c)(3) consists of area business people, property owners, and community members committed to increasing and maintaining the economic vitality of the Bristol downtown area and organizing and promoting community events for Bristol citizens. This is done via beautification, marketing and promotion, and economic development projects and programs.

Bristol CORE and its Board of Directors were created to become a Vermont Designated Downtown, which Bristol earned in 2006.

Bristol CORE is an equal-opportunity provider and employer and does not discriminate based on race, color, national origin, age, disability, religion, gender, or familial status.