



Market Manager

The Market Manager will be responsible for the daily operations, pre-planning, and outreach and marketing for four farmers markets per week (GCM Lincoln Park-Wednesday & Saturday, GCM West Loop-Saturday, GCM's new Northside market-Thursday), as well as being part of the team who processes vendor applications and inquiries, sets and enforces rules, thinks strategically about all markets, manages all at market operations in collaboration with other team members. The Market Manager must be a good spokesperson for Green City Market, Midwest agriculture, home cooking, and local food.

The Market Manager supervises Market Assistants, any contract staff (such as security) and volunteers during market day. The Market Manager reports to the Operations Manager and works in consultation with the ED. Evening and weekend work is required, as is the ability to lift 50 lbs. safely.

MARKET OPERATIONS

I. On-Site Duties

- Supervise or implement, as needed, set-up of the market site including getting vehicles towed, removing trash, vendor load in/load out, etc.
- Supervise or assist staff in setting up/break down of the market daily including market layout, tent set-up, signage, compost stations, coordinate with Park District and city officials as needed, etc.
- Ensure all storage spaces and equipment are kept clean, organized, and inventoried throughout the season.
- Manage each market in accordance with established policies; monitor vendor products to ensure they are within guidelines; make adjustments on site as needed, bring difficult decisions back to the administration and staff; consult vendor board members when necessary (example: dangerous weather).
- Setup Information Booth and manage delegation of volunteer duties throughout the market day.
- Purchase equipment and supplies as necessary, in line with budget and gaining approval from OM/ED if necessary.
- Maintain excellent vendor relations and communication; remember that we put farmers first in everything that we do.
- Maintain excellent customer service for shoppers, which includes being knowledgeable about the GCM mission, Midwest agriculture and the products available at a given market.
- Enforce labeling, hygiene, cleanliness, and temperature control standards for vendors and GCM events, in keeping with the standards of the Health Department.
- Assist with surveys, special events and programs (like Chef BBQ & Savor the Seasons) as necessary.



- Maintain a pleasant, safe, and positive market atmosphere for vendors, shoppers, & volunteers.
- Supervise Market Assistants, deliver constructive and timely feedback as needed; let the OM know of any issues that arise.
- Supervise LINK and matching benefits redemption on-site and maintain accurate records as well as vendor compliance with the programs.
- Supervise and implement the processing, as needed, of vendor payments safely and accurately.
- Assist with on-site marketing initiatives.
- Accommodate non-profit booths, musicians, partner booths, and sponsor booths as necessary.

II. In Office/Market Preparation Duties

- In consultation with ED and OM, develop and implement operations plan for each market.
- Responsible for training all market assistants.
- Complete all tasks related to pre-season arrangements, opening day, ongoing market days, storage and equipment management, and end of season activities (including report-writing) for each market.
- Communicate with vendors regarding stall placement and market issues as they arise.
- Be available to vendors and office staff by cell 5 days a week.
- Continually check market statistics and individual vendor sales totals.
- Prepare and deliver a weekly report of market activities and statistics at staff meeting.
- In consultation with OM and ED, coordinate the implementation of market adjustments as necessary to accommodate expansion, relocation, etc.

VENDORS

I. Vendor Policies

- Ensure that GCM vendor policies are equitably and fairly implemented.
- Work with vendors to understand guidelines and how they can correct infractions.
- Track vendor infractions, process fees, and maintain professionalism with vendors.

II. Vendor Relations and Communication

- In collaboration with ED, OM and staff, evaluate new vendor inquiries.
- Communicate vendor concerns (verbal or formal) and other vendor issues with administration and accommodate them when necessary and appropriate.
- In collaboration with ED, OM and staff, process vendor applications, recruit new vendors, and recommend a market-specific mix with an eye toward making each market excellent and unique while supporting the system as a whole.
- Recruit new vendors and visit other markets, as needed.





MARKETING AND COMMUNITY RELATIONS

I. Marketing

- Track new products and seasonal arrivals for marketing purposes (Savor the Seasons, social media).
- Contribute to social media presence for each market.
- Supervise signage creation and maintenance to ensure a well-appointed, consistent market.

II. Community Outreach

- As needed, represent GCM to communities and member/partner organizations (e.g. Chambers of Commerce, neighborhood groups).

Skills Required:

- Ability to work in an outdoor environment in adverse weather conditions.
- Ability to lift 50 pounds safely.
- Knowledge of Midwest agriculture, Farmers Markets and home cooking.
- Entrepreneurial spirit.
- Good spatial understanding for creating market layouts.
- Ability to work well with people from broadly diverse backgrounds.
- Ability to resolve conflict, maintain composure, and mediate issues as they arise.
- Ability to problem solve creatively, efficiently, and effectively.
- Ability to provide leadership that promotes teamwork and a positive work environment.
- Ability to manage timelines both for Market day and preparation.
- Patience.
- Excellent verbal and written communication.
- Ability to count money and do basic math in a busy environment.
- Computer proficiency in Google (gmail, drive, sheets, & docs) , Word & Excel.

Vehicle and current First Aid/CPR Certification preferred

Hours: Immediate start with 30-40 hours May – October & 15-25 hours November – April

How to apply

Applicants should submit a résumé and cover letter to Melissa Flynn, Executive Director, at admin@greencitymarket.org with “Market Manager” in the subject. No phone calls or drop-ins, please.

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