

This is a courtesy job posting for the Downtown Oshawa Farmer's Market.

Position Title: Market Manager

Organization: Downtown Oshawa Farmers' Market

Term: 2012 – June 1st through to October 30th

Hours: Tuesday 10:00 am to 5:30 pm - mandatory
Approximate weekly hours equivalent: 15 hours per week

Payment: \$1500 for entire season

Position Description:

The Market Manager is the eyes and ears of the board at the market, overseeing operations, enforcing rules, creating ambience, greeting customers, managing vendors and others who provide services to the market, event planning in conjunction with the board, assisting with administrative duties; attend board meetings as required.

Knowledge:

Literacy in English – spoken and written, able to complete documents and forms, interpret rules and regulations.

Skills and Abilities:

Customer service, confidence, self-assured enough to represent board to vendors and provide feedback from vendors and customers to board, adaptable, friendly manner, ability to create “buzz” and ambience, able to work independently and report to a volunteer board of directors, communication skills – oral and written, event planning skills, time management, interpersonal and conflict resolution skills are important.

Motivations:

Must enjoy working with the public and with farmers and artisans, is energized by the community feel of a farmers' market and finds satisfaction in contributing to a vibrant atmosphere, an organized person who is self-motivated and is comfortable handling situations independently and taking charge.

How to Apply:

Interested applicants are encouraged to send a cover letter and resume to saadmin@dc-uoit.ca with the subject line: Market Manager by 5:00pm on May 17, 2012. Only those applicants considered for an interview will be contacted. Note: this position is independent of the Student Association, Durham College, and UOIT.