



## Farmers' Market Assistant Position Description

### **APPLICATION**

The Gallatin Valley Farmers' Market has an opening for an on-site assistant for our Saturday Markets (June 14-September 13) located in Bozeman, MT. Duties include market preparation each Friday; setting up and taking down the market each Saturday; assisting with market facilities and activities; supporting volunteers; organizing vendors; collecting fees; dealing with issues as they arise. Qualified candidates need to have a passion or interest in local food access and systems, an out-going personality, have great organizational and people management skills, and be able to do some heavy lifting. Up to 10 hours per week, \$18/hour. The Gallatin Valley Farmers' Market is a program of Career Transitions. Please send cover letter and resume to [info@careertransitions.com](mailto:info@careertransitions.com).

### **RESPONSIBILITIES**

#### Market Operations:

- Supports market manager with set up on Friday before market as needed.
- Arrives at market at 7:00 am, before opening to assist with market set-up, and stays at market until 1:00 pm, when all vendors have left to assist with clean-up.
- Collects fees and completes Pay Sheets.
- Gives change to vendors when needed.
- Answers and educates the public about market and local food access programs.
- Assists with vendor parking.
- Assists with reserved vendor space assignments.
- Assists with lottery vendor space assignments.
- Contact Fairgrounds staff for venue issues or emergencies when necessary.

#### General Market Support:

- Develops and maintains good working relationships with staff, vendors, customers, volunteers, and community members.
- Assists vendors, community representatives, volunteers and customers by providing market-related information, conflict management and resolution, and general aid as appropriate.
- Enforces market rules.
- Other items that come up as necessary.

### **EDUCATION, TRAINING, EXPERIENCE, AND SKILLS**

- High School Degree preferred.
- Interest in local food systems and access highly preferred.
- Current CPR/First Aid Certification preferred.
- Previous event management experience preferred.
- Knowledge of Microsoft Office software.
- Ability to learn specialized software applications.
- Ability to effectively meet and deal with the public.
- Ability to communicate effectively verbally and in writing.
- Ability to follow verbal and written instructions.
- Maintain internal and external confidential information.

- Exhibit strong organizational skills.
- Exhibit strong conflict management and resolution skills.
- Be assertive and confident with decision making.
- Flexible schedule with increased work hours during peak workloads.
- Some travel required with running errands.
- Attendance at no less than 10 out of 12 Saturday markets required.