



## **Portage Farmers Market Manager Job Description**

### **Hosted by the Portage Business Improvement District (BID)**

The Portage Business Improvement District Farmers Market is a weekly seasonal market held in downtown Portage. We are seeking an experienced Farmers Market Manager to coordinate and direct the day-to-day operations of the market. The Portage Farmers Market takes place from May-October on Thursdays from Noon-5pm at Commerce Plaza in downtown Portage. This is a weekly position that requires you to be onsite at each market.

**Reporting Status:** Position reports directly to the BID Board of Directors

**Compensation & Hours:** Thursdays, May-October. \$125 per day.

### **Market Manager Responsibilities:**

- Onsite management of the Farmers Market on Thursdays
- Maintain an information booth onsite at the market during market hours
- Set up all logistics of the market including closure of the parking lot, signage, assignments of the vendors, teardown and cleanup
- Maintain accurate records of vendor applications, mailings, selections and funds
- Review and approve the market applications for participating vendors
- Ensure compliance with all regulations including permits needed through the City of Portage and the Wisconsin Department of Revenue
- Promote and advertise the market weekly through ads, signage, social media, photographs and/or video
- Act as a liaison for the BID Board of Directors to the vendors
- Create a positive and welcoming environment at the market
- Prepare a monthly report, tracking vendor attendance and market performance and submit to the BID Board of Directors

### **Preferred Skills and Qualifications:**

- Experience working as a market manager or similar setting
- Friendly, organized, detail-oriented with excellent communication skills
- Excellent customer service skills and ability to build relationships with vendors and customers
- Ability to work well with a Board of Directors and various personalities

If interested in applying for this position, please send your resume to Karyn Wetzel.  
karyn.wetzel@portagewi.gov