

Market Manager Responsibilities Before, During and After Market

Before Market

- Send out Market newsletter
- Update Facebook, Twitter
- Prepare Market forms (attendance sheet, merchandise sales sheet)
- Prepare Market handouts
 - Info for vendors
 - Recipe of the week
 - Flyers about events for customers
- Prepare for Events
 - Signs
 - Supplies (i.e. cups, forks, tables for chefs/other guests)

Market Day

Set Up

- Unlock Facilities
- Turn on Lights, Electricity
- Put up road barricades or traffic cones
- Put up directional or informational signs around Market
- Set up Market Information Booth
 - T-Shirts or other Merchandise
 - Information about Market
 - Recipe of the Week
 - EBT/ SNAP
 - Signs
- Set Up for special events
 - Tables, signs, supplies
- Put Vendors without reserved spaces into spaces
- Make sure vendors are in the right place and following rules
- Ring opening bell

Market Operations

- Collect fees from vendors
- Make a list of produce that is in season
- Customer Counts
- Answer questions
- Sell Merchandise (or coordinate a volunteer to do this)
- Solve problems as they arise
- Keep an eye on Market flow and help if necessary

- Communicate with vendors
- Ensure that Market rules are being followed

End of Market Day

- Break Down info Booth
- Break Down Events
- Take Down Signs
- Collect Traffic Cones or Barricades
- Ensure safe Market flow as vendors leave Market in their vehicles
- Clean Facilities
- Turn off Electricity & Lock Facilities
- Relax and Nap

After Market

- Count & Deposit Money
- Report of Market Income to Treasurer
- Communicate with Vendors
 - Call for News for Newsletter
 - Update them on Market happenings, rules, etc
 - Report Customer Counts
- Update Attendance and Merchandise spreadsheets
- Plan Events
- Update Website
- Communicate with Media about upcoming events
- Advertise Market & Events
- Inventory & Order Market Merchandise (if necessary)
- Coordinate Volunteers
- Enforce Market Rules
- Reports for EBT/SNAP
- Pay Bills