



Weston Village BIA
4 John Street, Unit 3
Toronto, ON. M9N 1J3
www.westonvillagebia.com

WESTON VILLAGE BUSINESS IMPROVEMENT AREA

REQUIRES THE SERVICES OF A

MANAGER FOR THE WESTON FARMERS' MARKET

Submission Deadline: Friday, April 5th, 2019 at 5.00 p.m.

Start Date: Saturday, May 11th, 2019.

Job Type: Contract.

Compensation: Commensurate with Experience.

Job Summary:

The Market Manager is a part-time seasonal position (approximately 12 – 15 hours per week) from Saturday, May 11th to Saturday, October 27th.

Job Responsibilities:

- Manage the daily operations of the market from set up at 6.00 AM to tear down at 2.00 PM, ensuring compliance to Health and Safety and ODA regulations.
- Oversee the market security staff and pay them their agreed upon fee at the end of each market day.
- Manage vendors, including recruitment and retention, as well as stall fee payment with respect to weekly vendors.
- Resolve any disputes or concerns among vendors and/or customers in a professional and timely manner.
- Attend bi-monthly board meetings to provide market updates and act as the liaison between vendors and the board, presenting written comments and/or complaints to be addressed as well as monthly financial reports.
- Manage Market communications, including responses to market inquiries through e-mails, phone calls and other.
- Market Promotion including signage, posters, advertisements in the local newspaper and social media (e.g. Facebook, Twitter and Instagram).

Events

- Coordinate special events and activities (e.g. Official Opening Day Celebrations, Corn Roast, Harvest/Halloween, Kid's Activities, Music and other entertainment).

Skills and Qualifications Required:

- Strong leadership, and interpersonal skills and the ability to work with multiple stakeholders in a professional manner.
- Excellent time management and organizational skills.
- Experience and knowledge in food service management, food safety and regulatory requirements for food sales at Temporary Food Markets is an asset.
- Experience working with a volunteer board.
- Previous Farmers' Market Management experience, although not a prerequisite, would be considered an asset.
- Knowledge of the Weston community and key stakeholders preferred.
- Good working knowledge of social media advertising, flyer and content for advertisements in newspapers and other.

Submit your Application and Cover letter to the Board of Management of the Weston BIA at: admin@westonvillagebia.com or mail to: 4 John Street Unit 3, Toronto, Ontario, M9N 1J3 by Friday, April 5th at 5.00 p.m.

Only candidates chosen for an interview will be contacted.