



Market Manager Job Description

Job Summary

The Market Manager will oversee all Pittsfield Farmers Market on-site operations and lead the teen Market Crew.

The Market Manager will be handling a fast-paced environment. The successful candidate will be able to take initiative, make quick decisions, work well under moments of stress, and employ excellent supervisory skills.

The position requires the ability to work both independently and collaboratively. As a high-profile position, it requires an individual with demonstrated administrative and people skills.

Organization Overview

Roots Rising is an award-winning, women-led organization whose mission is to empower youth and build community through food and farming. Our vision is to lift up teens as community changemakers and strengthen the local food system through the transformational power of meaningful work.

Roots Rising has two main initiatives: our Pittsfield Farmers Market and our Youth Crews.

Our Pittsfield Farmers Market is the first teen-run market in the region and was the first year-round market in Berkshire County. It was founded with the belief that everyone should have access to fresh, healthy food.

In our Youth Crews, we hire Pittsfield teens to work on farms, in food pantries and at our own market. It's more than just a job. It's an opportunity for teens to engage in meaningful work—work that needs to be done and serves a larger social good. We believe meaningful work leaves youth feeling purposeful, capable and connected.

Pandemic Protocols

Roots Rising has set pandemic protocols for both our Pittsfield Farmers Market and Youth Crews. These will be adjusted as needed, in accordance to guidelines from the Center for Disease Control (CDC). The Market Manager is responsible for ensuring protocols are followed.

Dates of Employment

The Market Manager will work from 7am-2pm each day of the Pittsfield Farmers Market. The market runs every Saturday during the outdoor season (mid-May through mid-October) and the second Saturday of each month during the indoor season (November through April). Additional hours (approved by Co-Directors) may include community outreach, educational workshops and seasonal preparation. These dates are TBD and will be coordinated around the Market Manager's schedule.

Job Responsibilities

1. Market Management

The Market Manager serves as the first point of contact and public face of the Pittsfield Farmers Market on market days, and manages the weekly market, coordinating and overseeing day-to-day operations. This includes, but is not limited to:

- Engaging with the public and creating a welcoming environment
- Setup and staffing of the Market Manager's table
- Market setup/breakdown (including tents, tables, signage, and garbage)
- Coordinating vendor load-in and load-out
- Overseeing of vendors (see #2 below)
- Resolving conflicts or problems that may arise
- Keeping inventory of supplies and maintaining an organized storage pod
- Working with City of Pittsfield officials if need arises

2. Vendor Relations

- Developing and managing relationships with vendors, ensuring timely communications and resolution of issues or problems
- Creating market's vendor layout (and adjust as needed)
- Monitoring vendor compliance to market rules and regulations
- Monitoring quality of products and presentation
- Providing orientation and training to new vendors

3. Market Crew and Volunteer Management

- Overseeing, motivating, and ensuring the safety and well being of teens during their work periods
- Serving as a model of the employment skills we seek to impart to our youth
- Supporting the interests and needs of our teen Market Crew members, including cultivating a safe space for learning and growth
- Facilitating youth development activities including daily morning check-in and closing reflection and quarterly feedback circles
- Creating and implementing the daily work plan; delegating responsibilities to teens and volunteers; training as needed
- Managing data, including attendance and violations

4. Food Justice

- Overseeing the market's food justice programs (including Market Match, Summer Eats and The Giving Table)
- Educating market shoppers on the food justice programs
- Brainstorming with Co-Directors on ways to expand these programs and ensure they are accessible and equitable
- Maintaining Google spreadsheets with weekly market data

5. Financial Management

- Processing credit card, SNAP, HIP and Market Match transactions
- Collecting and recording tokens from vendors at the end of each market

6. Other Duties

Dependent on experience, skill and availability. Tasks may include:

- Documenting the market through photo and/or video
- Creating social media content
- Designing weekly eblasts
- Creating market events
- Scheduling musicians, chefs, community booths and market activities
- Designing and implementing community outreach initiatives and educational workshops

Qualifications

- Knowledge and understanding of local food systems
- Experience and enthusiasm for working with teens, especially those from diverse backgrounds
- Management experience, including working with multiple constituencies/stakeholders
- Ability to engage in physical work for prolonged periods; ability to carry heavy objects (up to 50lbs); ability to withstand varied weather conditions, including heat and rain
- Strong problem-solving skills; strong organizational skills and attention to detail
- Knowledge of and facility with Google Drive, including Google Docs and Google Sheets

Compensation

The Market Manager will be paid \$20-\$25/hour (depending on experience level).

To apply send resume and cover letter to info@rootsrising.org

Roots Rising is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, disability or any protected category prohibited by local, state or federal laws.