



Bridgeland Riverside Farmers Market  
Market Manager Job Description  
January 6, 2025

**Purpose:** The Market Manager position entails day-to-day operations of the Farmers' Market. The candidate will work closely with the Bridgeland Riverside Farmers Market (BRFM) Committee and report to the Bridgeland Riverside Community Association (BRCA) Programs Director and the BRCA Board of Directors. The Market Manager will work to meet the goals of the Farmers' Market.

The Bridgeland-Riverside Community Association has been operating an Alberta Approved Farmers' Market for 11 years. There is a weekly outdoor market that runs June-October (16 weeks), and an indoor holiday market in November. The Farmers' Market is a gathering place for the community, where fresh, local food is made available and people can come to shop, eat and connect with friends and neighbours. The market adheres to Alberta Approved Market status by ensuring 80% of the products are made, baked or grown in Alberta.

### **Primary Responsibilities: Farmers Market**

The role of the market manager will be to oversee the operations of the Farmers' Market, working alongside the volunteer BRFM Committee and attend committee meetings, liaise with hall manager, with responsibilities that include but are not limited to:

1. Vendor communications, recruitment, applications, selection, retention and invoicing
2. Communication and marketing/advertising, including on BRCA website and social media and print.
3. Day of - set up, tear down, including organizing volunteers as required, Vendor management and customer service.
4. Manage the Farmers Market budget with the Program Director
5. Manage any contract staff – social media contract, graphic artist
6. Manage volunteers – committee and market day volunteers
7. Manage the entrepreneur table
8. Manage buskers and bands
9. Write grants and sponsorships as required, as well as reporting
10. Develop special event days with additional activities
11. Assist with graphics as needed
12. Manage the holiday market – vendors, marketing, etc

The hourly wage is \$24/hour. Below are approximate maximum monthly hours. If additional hours are required, the program director can approve. The position is a one year contract, with an option to renew.

**Notes:**

- Applicants for this position must be capable of working independently. However, systems of administration already exist and will be communicated to the successful applicant; the position will be well supported but is self-starting.
- The BRCA is an equal opportunity employer and welcomes all qualified applicants to apply. It is our aim to have a workplace which reflects the diversity of our community.
- Two professional references will be requested for each short-listed candidate.

**Apply by January 18, 2025, by e-mailing a cover letter and resume to [programs@brcacalgary.org](mailto:programs@brcacalgary.org). This is a term position with the opportunity for annual renewal, part time hours, a flexible schedule, and to start in January 2025.**

<b>Month</b>	<b>Hours</b>
January	15 hrs
February	15 hrs
March	30 hrs
April	30 hrs
May	30 hrs
June	60 hrs
July	60 hrs
August	60 hrs
September	60 hrs
October	25 hrs
November	25 hrs
December	25 hrs
<b>Total</b>	<b>435 hours</b>