

JOB DESCRIPTION

Market Manager of the Meadville Market House

Organization Overview

Built in 1870, the Meadville Market House continues to serve as a year-round, indoor market for local foods and artisan crafts in northwestern Pennsylvania. In addition to providing a market for over 90 local and regional vendors, the market leases spaces to a bakery, restaurant, artist-in-residence, and arts council. From May to October, the Market House hosts a weekly, outdoor Saturday market with additional vendors selling primarily fresh produce and flowers. The Market House participates in and hosts numerous downtown events, and has experienced significant growth in sales in the past few years. The building is owned by the City of Meadville, and operated by the Market Authority, a municipal board of seven volunteers, to whom the market manager reports.

Position Overview

The market manager oversees daily operations at the Market House, while developing and working towards a long term vision for the historic market. The position manages operations including: Market House finances in collaboration with city staff, relations with 90+ vendors and tenants, direct sales, supervising cashiers and other staff, organizing the seasonal farmers market, and coordinating building and equipment maintenance. The market manager must be a self-starting individual comfortable with minimal day-to-day supervision. The Market Manager serves as a professional ambassador between the Market House and both members of the public and vendors. The Market Manager reports to the Market Authority at bi-weekly meetings.

Qualifications

- Bachelor's degree or experience with at least one of the following: farmers markets or similar festivals/events; agriculture/food production; local markets; retail sales; grocery stores; organizational management
- Comfort navigating basic financial reports and keeping financial records; basic proficiency with Quickbooks and/or Excel
- Excellent written and verbal communication skills
- Computer skills, including Google Suite and social media (Facebook and Instagram). Willingness to learn RetailEdge (point-of-sales), MailChimp (email marketing), Classy (fundraising), and Shopify (online store)
- Experience writing and managing grant funding is an asset, but not required

This Market Manager is a full-time position.

Starting salary: \$38,000+ (negotiable based on documented experience)

This position is eligible for an individual healthcare package.

To apply, please send a resumé and cover letter describing your qualifications and interest in the position to marketauthoritymeadville@gmail.com.

Deadline: applications are reviewed on a rolling basis through April 15, 2023; or until the position is filled.

See below for an expanded job description.

Detailed Job Duties and Responsibilities

Organizational Management

- Provide vision and leadership to sustain and grow Market House operations and activities
- Manage day-to-day business operations profitably
- Maintain regular and clear communication with vendors and tenants
- Deliver manager reports at bimonthly Market Authority meetings
- Respond promptly to routine correspondence (mail, e-mail, phone, social media messages)
- Communicate in a timely manner with the Market Authority regarding non-routine business matters
- Coordinate or delegate coordination of seasonal farmers' market and other events, including recruiting vendors and advertising
- Engage with related agricultural and market organizations at the regional, state, and national level

Retail Operations

- Ensure an adequate supply of merchandise in coordination with both our consignment and wholesale vendors; work to expand the breadth of inventory
- Conduct the retail business of the Market House merchandise in a profitable manner aligned with the mission of the Market House
- Maintain a pleasant and enjoyable experience for customers, visitors, and vendors

Budget and Financial Management

- Maintain accurate, transparent, and current financial records for Market House income and expenses, as well as consignment vendor payouts
- Make weekly deposits of revenues to the designated bank account of the Market Authority
- Track, code, and deliver expense invoices to the City of Meadville finance department and communicate regularly with that department to ensure the timely payment of all bills
- Liaison for tenant lease agreements on behalf of the Market Authority; collect monthly rents and utility payments
- Review for accuracy and understanding the monthly financial reports prepared by the City of Meadville finance department for presentation to the Market Authority

Marketing and Publicity

- Actively recruit new vendors in accordance with the mission of the market
- Maintain an active presence on social media (currently Facebook and Instagram)
- Utilize email newsletter; maintain website and Google Business information

Facility Management

- Ensure that the interior and exterior appearance of the Market House is neatly organized and clean. Delegate these maintenance responsibilities as necessary
- Initiate and implement routine maintenance schedules
- Negotiate contracts for routine maintenance and repairs

- Identify necessary larger repair needs and communicate these needs in a timely fashion to the Market Authority

Supervisory Responsibilities

- Ensure the hiring, supervision, development, retention and evaluation of all paid and volunteer staff to meet the needs of the Market House, including register coverage during Market House hours of operation

Physical Demands and work environment:

- The Market Manager must be able to stock shelves, lift materials up to 50 lbs, as well as be able to stand for up to four hours
- Generally, work duties take place inside the Market House building, but the manager must be comfortable outside in all weather conditions should circumstances require it. The manager should be available to work most Saturdays and may be required to respond to emergencies during off hours should they arise. There is flexibility to work from home for administrative tasks.

Other duties may be required and assigned by the Market Authority