



Market Manager, Cannery Farmers' Market

The Gulf of Georgia Cannery, built in 1894 in the historic village of Steveston, is a living monument to the individuals involved in BC's fishing industry. The site is operated by the Gulf of Georgia Cannery Society, a non-profit society and registered charity. Working in partnership with Parks Canada, the Society works to preserve the history of the BC fishing industry and present it in an engaging and relevant way.

The Cannery Farmers' Market is held on selected Sundays from November to April. The goals of the market are to offer locally made or grown food and craft items, bring a new audience to the Cannery historic site, serve as a source for regional tourism in the winter season, and provide a community gathering place for Richmond residents.

Under the supervision of the Manager of Audience Engagement, the Market Manager is responsible for coordinating the delivery of the Cannery Farmers' Market held at the Gulf of Georgia Cannery National Historic Site.

Responsibilities:

Manage all aspects of the Cannery Farmer's Market:

- Solicit and maintain vendor, entertainer and community group participation in the market, with a strong focus on growth
- Lead an outstanding volunteer team through effective recruiting, training, and supervising
- Communicate in a timely and professional manner
- Work cooperatively with staff, volunteers, and community partners
- Maintain detailed electronic records
- Manage the market operating budget
- Use basic marketing skills, and social media to promote the market
- Act as media liaison for the market when requested
- Communicate with the market committee, including providing regular pre and post market reports and attending all committee meetings
- Maintain equipment and supplies related to event delivery
- Assist with event related sponsorships and grant applications as needed
- Perform other market related duties as required.

Qualities:

- You effectively deal with public, volunteers, vendors and other participants in a positive and professional manner.
- You are well organized with a strong ability to multitask.
- You are able to work independently from home.
- You possess high energy, initiative, and delight in working with people.

- You are passionate about delivering quality community events.
- You have outstanding relationship building and conflict resolution skills.
- You analyze feedback and can articulate strategic recommendations.
- You effectively solve problems and have the ability to think on your feet and make quick decisions.
- You act with uncompromising honesty, integrity and ethics.
- You energize others – lead by example, recognize contributions and celebrate accomplishments.
- You search for opportunities and are willing experiment and take risks.
- You exhibit a business mindset with a drive for results.

Skills/Abilities:

- Experience in special events, hospitality tourism, or related subjects,
- Experience in working with volunteers,
- Minimum Grade 12 or equivalent education,
- Proven success record in leadership and managing people,
- Valid driver's license,
- Physically fit and able to lift up to 10kg during set up and take down of equipment,
- Food Safe and/or Market Safe training an asset,
- Experience working with not-for-profit, community, volunteer and agriculture-based groups is an asset,
- Fluent in English, with strong communication skills.

Time commitment: This is a 28-week contract position from October 3, 2016 to May 5, 2017 with 3 weeks off from Dec. 23- Jan 13. Work requirements average 20 hours a week but will vary depending on time of season.

On site requirements: The Market Manager is required to be on site during market Sundays from set up to take down and a minimum of one other day per week to work with volunteers and attend meetings. Visit <http://gulfofgeorgiacannery.org/farmers-market> for a list of market dates.

Compensation:

\$13,000 (approximately \$450/week)

Contact:

Please send resume and cover letter to Shannon King, Manager of Audience Engagement at shannon.king@gogcannery.org by September 18, 2016.

Only shortlisted candidates will be contacted. No phone calls please.