

2016 LFMA MARKET MASTER RESPONSIBILITIES

The goals of the Market Master are to ensure that the markets are appealing to both customers and vendors, and that their Leelanau Farmers Market experience is a positive one.

In support of that goal, the Market Master will perform the following duties:

- 1 Place and remove the Farmers Market Signs prior to the start of the Market and at the end of the Market.
- 2 Set up a canopy and table to provide a set location for answering questions, displaying literature, etc. at the market.
- 3 Assign spots for the vendors based on the reservation and daily first come, first served system.
- 4 Handle calls or questions from vendors making reservation changes or inquiring about selling at the Market.
- 5 Manage, collect and track all stall fees from vendors and give to Leelanau Farmers Market Coordinator.
- 6 Fill out the Vendor Log each week; especially products vendors expect to bring to the market next week and get to the Market Coordinator as soon as possible.
- 7 Provide the e-mail addresses of any individual interested in being on the e-mail list each week to the Market Coordinator.
- 8 See that the Market grounds are kept clean and that vendors have removed trash at the end of the Market day.
- 9 Administer the Leelanau Farmers Market Rules established by the Leelanau Farmers Market Committee.
- 10 Be a liaison with the Market Coordinator and the Leelanau Farmers Market Committee on concerns, needs or opportunities arising at the Farmers Market from the vendors or the public.
- 11 Be a positive voice for the Leelanau Farmers Markets.
- 12 Work with local businesses and volunteers to promote the market.
- 13 Submit requests for extraneous expenditures to the Committee.
- 14 Attend annual community kick-off meeting and year-end wrap-up meeting.

- 15 Administer the Bridge Card program and Double-Up Food Buck program including swiping cards, dispensing tokens, keeping a log by vendor of tokens received, and submitting the data in a timely fashion to the Market Coordinator in order to compensate vendors.
- 16 Batch out Daily, and complete SNAP and DUFB reports. Reports must be given to the market coordinator weekly.
- 17 Handle Emergencies, including closing the market when necessary due to weather conditions or other hazardous conditions.
- 18 Keep accurate customer counts at each weekly market.
- 19 Distribute and collect Gross Sales at each weekly market, goal is 100% compliance.
- 20 Answer questions from vendors and customers
- 21 Resolve disputes on site as they arise, and complete the appropriate forms to be forwarded to the Market Coordinator.
- 22 Maintain a positive relationship with all vendors and to promote consistency at the market and meet vendor's needs.

**2016 LEELANAU FARMERS MARKET ASSOCIATION
MARKET MASTER JOB APPLICATION**

NAME: _____

ADDRESS: _____

TEL. NUMBER: _____

JOB EXPERIENCE

Current/Most recent employer: _____

Address: _____

Tel Number: _____

Job title: _____

Previous employer: _____

Address: _____

Tel Number: _____

Job title: _____

COMMUNITY INVOLVEMENT

What organizations have you been involved with and what is/was your role?

FARMERS MARKET EXPERIENCE

What has your experience been as a vendor, customer, or volunteer with this or any farmers markets:

OTHER

Why do you want to be a market master? What benefits and skills would you bring to the position?

Signature: _____ Date: _____

Please mail or email your completed application along with you most current resume to:

Leelanau Farmers Markets
8527 E Government Center Drive, #107
Suttons Bay, MI 49682

Email: msue45@msu.edu