



Waltham Farmers' Market Inc.
800 Lexington Street
Waltham Plaza #1082
Waltham MA 02452
info@walthamfarmersmarket.org

Farmers' Market Manager Job Description

Job Title: Market Manager for the Waltham Farmers' Market (WFM)

Reports to: WFM Board of Directors

About Us:

The Waltham Farmers' Market works together with local producers and small farms to provide access to healthy food in a safe and welcoming community space, including for low-income individuals; and to connect residents to government programs and local charitable organizations. For 36 years, this market has been a member of the Waltham community. It is easily accessible by public transit.

Job Overview:

As the Farmers' Market Manager, you will play a pivotal role in ensuring the success of our weekly summer market. Your primary responsibilities include overseeing and coordinating the various facets of the market. Key duties include:

- **Operational Oversight:** Manage all logistics of the weekly market, from the efficient setup of tents to the seamless breakdown at the end of each market day. This entails: coordinating with vendors to create a market layout; enforcing market rules and regulations; overseeing vendor parking, non-profit community tabling, and musical programs; maintaining public safety; placing signs; managing electrical hookups and bathroom facilities; and coordinating with the City of Waltham, SNAP staff, market assistants and volunteers.
- **Vendor Coordination:** Act as the main point of contact for vendors, overseeing the springtime application process, ensuring compliance with market guidelines, connecting vendors with Health Department and License Commission, and managing tent assignments. Foster positive relationships with local farmers, artisans, and producers to enhance market offerings.
- **Volunteer Coordination:** Ensure that there are sufficient volunteers each week to fully staff the market by monitoring the volunteer schedule and reaching out to our volunteer base to request additional assistance when volunteer shifts are unfilled.
- **Customer Engagement:** Provide outstanding customer service by addressing inquiries, resolving concerns, and creating a welcoming environment for shoppers. Implement strategies to attract and retain customers, contributing to the overall growth and success of the market. Maintain a weekly count of customers and related reports.
- **Financial Responsibilities & Recordkeeping:** Receiving payments from vendors, making payments to musicians and market assistant, collecting cash from donations and merchandise sales, and accounting for all of the above after every market. Working closely with the treasurer or other board members to ensure checks and cash are handed off in a timely manner.
- **Programming Activities:** Work collaboratively with the WFM Board of Directors programming director to drive increased shopper participation. Develop and execute programs and activities to further engage our existing customer base as well as attract new shoppers.
- Additional duties may be determined by the WFM Board of Directors.

Schedule:

This is a year-round, seasonally focused, hourly position. During the market season (roughly 26 weeks from mid-May through mid-November), 12-14 hours per week are required, including attendance at the market on **Saturdays June 6 - October 31 2026** (22 weeks), from **7:30 AM – 3:30 PM**. The market takes place rain or shine, at the market site (65 Lexington Street, Waltham MA). Roughly 75-100 hours of off-season work (mid-November to mid-May) will be concentrated during the vendor recruiting period from February through April. Attendance at the monthly Board of Directors meeting (3rd Wednesday of each month at 6 PM), or a written update in lieu of attendance is also required. Candidates must be available to start this year-round position by early to mid-May though an earlier date could be agreed upon.

For a candidate interested in more consistent year-round work, we may be able to make a referral to a complementary winter market in the area for a similar role. No guarantee of employment with said market is implied or promised.

Compensation:

This is a part-time, non-exempt, non-benefited position. The hourly rate is \$21/hour and will be paid bi-weekly by direct deposit.

Required Qualifications:

- Flexibility to work Saturdays during the specified hours
- Strong organizational and communication skills
- Customer-focused with excellent interpersonal skills
- English proficiency
- Punctuality
- Ability to work independently and handle diverse responsibilities
- Ability to interact with people from a wide variety of backgrounds
- Ability to move about the uneven surface of the market with ease, safely lift and carry at least 50 pounds, and work outdoors in all types of weather
- Access to a computer, printer, and internet service for offsite work

Preferred Qualifications:

- While there are no foreign language requirements, working proficiency in Mandarin, Cantonese, Spanish, and/or Russian is helpful.
- Previous experience in event coordination or market management is a plus.

Join us in fostering a thriving community space where local producers and residents come together to celebrate fresh, sustainable, and diverse offerings at our weekly farmers' market. If you are an enthusiastic, flexible and organized individual with a passion for community engagement, we invite you to apply for this rewarding position.

To Apply: Along with a resume, please submit a cover letter explaining why you'll be a good fit for this position to AmyM@walthamfarmersmarket.org. Please note that a job offer will be contingent upon a successful background check.

Non-discrimination statement: Waltham Farmers' Market Inc. is an equal opportunity employer. No employee or applicant for employment shall be unlawfully denied employment opportunity for which they are qualified because of race, color, sex, gender identity, sexual orientation, religion, national origin, age, height, weight, marital status, veteran status, disability, handicap or other protected category.