



COMPANY Downtown SLO
LOCATION San Luis Obispo, CA
JOB TITLE Farmers' Market Manager
REPORTS TO Chief Executive Officer
START DATE As soon as possible

ABOUT OUR ORGANIZATION

Downtown SLO is a 501 (c)(6) non-profit organization that strives to build healthy programs that fulfill our mission to "Foster an economically vibrant Downtown." Through our acclaimed events like Concerts in the Plaza, Downtown SLO Farmers' Market, Annual Holiday Parade, and others, we benefit our membership, thrill our guests, and inspire our neighbors to be one of the best downtowns in the nation. You can learn more about us and our programs at DowntownSLO.com.

JOB DESCRIPTION

The Market Manager oversees Downtown SLO's Thursday Night Farmers' Market. The Market Manager manages internal and external relationships for the Thursday Night Farmers' Market, conducts research and program evaluation, oversees partnerships with external organizations, including contract development and oversight, and manages the market's staff and general operating systems.

The ideal candidate will be an experienced, independent, motivated leader passionate about mission-driven work and excited about non-profit administration and the downtown community.

RESPONSIBILITIES

- Manage relationships with vendors, including the application process, orientation/education, monitoring vendor licensure, invoicing, payment collection, onsite compliance, and marketing.
- Work closely with City departments to ensure street closure, barricade deployment, and public works needs at the Market are met.
- Provide oversight and accountability for the Certified Farmers' Market section, including certification, EBT compliance, reconciliation, permit auditing, and onsite management as needed.
- Coordinate, direct, and evaluate all aspects of the event, including managing staff.
- Oversee special events and activations at the Market.
- Promote wellness programs at the Market (e.g., free recipe cards, alternative transportation/bike valet, etc.)
- Oversee EBT/Market Match/Food Access programs.
- Manage all event support contracts and associated expenses in cooperation with Operations Director..



- Provide monthly market updates to the CEO for BOD meetings.
- Planning, day-of execution, and follow-up every week.
- Producing and overseeing all activities and production associated with the market.
- Review all details and timelines of each market to ensure a seamless experience for all guests.
- Create and review vendor applications and communicate upcoming deadlines.
- Respond promptly to all market-related inquiries and correspondence (includes email, social media, phone calls, etc.)
- Working both with the public and behind the scenes to ensure the market runs smoothly and efficiently.
- Coordinating weekly entertainment for the market.
- Ensure compliance and appropriate documentation (insurance, legal, health, and safety obligations) are secured before each market.
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day.
- Communicate to staff in a detailed and timely manner.
- Exhibit a positive and involved team attitude and maintain open communications with all coworkers for the best overall performance of the organization.
- Maintain and grow relationships with organizations that contribute to the overall success of the market, including our partners at the City of San Luis Obispo and other organizations;
- Other tasks as needed.

REQUIREMENTS

- Bachelor's degree or equivalent in experience (events, parks and recreation, business or management);
- An aptitude for managing large events, volunteers, and interns
- Affinity for working with people and the public; willingness to work as part of a tight-knit team
- Computer proficiency, ideally with Apple products and software. Additional computer skills include the ability to use basic Office/Google Suite products and familiarity with Adobe Suite;
- Basic managerial skills and principles;
- Willing to work day and evenings
- Excellent with time management, multi-tasking, and deadlines
- Excellent written and verbal communication
- Ability to work well in high-pressure situations
- Experience working with vendors
- Be able to walk, stand, stoop, and lift 50 pounds

DETAILS

Job Type: Full-time, hourly



Pay Rate: \$25-28 per hour

Location: In-office Wednesdays/Thursdays, Remote as needed.