



Job Description

Job Title: Assistant Market Manager

Summary: Assists the Market Manager in overseeing all market operations, vendor relations, and staff/volunteers.

Location: Buchanan Hall 8549 John S. Mosby Hwy Upperville VA 20186

Job Classification: Seasonal, hourly.

Work Schedule: Wednesdays from May 24 - October 25. 3:00 pm until approximately 8:30 pm. Other dates and times may be available.

Essential Duties and Responsibilities include the following. Other duties may be assigned. Manages the general operation of the Buchanan Hall Farmers Market by performing the following:

- Maintains good working relationships with farmers, vendors, non-profits, consumers, community members, groups, and organizations.
- Arrives at the market by 3:00 pm and stays until closing.
- Manages the setup and breakdown of the general market area and signage.
- Ensure proper vendor load-in.
- Maintains the daily records and reports, including the market log of vendor attendance and any other noteworthy events.
- Ensures safety and cleanliness of the entire site before, during, and at the conclusion of each market.
- Works with the Market Manager to ensure that all required signage, licenses, and permits are displayed at vendor stalls.
- Acts as ABC manager for Buchanan Hall.
- Provides due diligence in matters of public health and safety.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This job requires an energetic, spirited person willing to work outside and to the completion of tasks. Ability to carry 40+ lbs. 21+ years of age. Dependable transportation. Ability to provide proper documentation for 1099.

Compensation: \$12 - \$15 an hour.

Apply to buchananhall@gmail.com or call 540-592-3455 with questions.