



## OXFORD TOWNSHIP PARKS AND RECREATION

2795 Seymour Lake Road, Oxford, MI 48371  
Phone: 248-628-1720 / Fax: 248-628-1854  
Web: [www.oxparkrec.org](http://www.oxparkrec.org)

**Job Title:** Market Manager

**Location:** Oxford, MI

**Job Type:** Seasonal

### **Job Summary:**

We are seeking a dynamic and dedicated Market Manager to oversee the operations of our farmers market at Seymour Lake Park in Oxford, MI. The Market Manager will be responsible for managing vendors, coordinating events, and promoting the market to the local community. The successful candidate will play a pivotal role in ensuring the market's success, fostering community engagement, and supporting local agriculture.

### **Key Responsibilities:**

#### **Vendor Coordination**

Recruit, onboard, and manage a diverse group of local farmers, artisans, and food vendors. Ensure vendor compliance with market rules and regulations, federal, state, and local health food safety regulations. Foster positive relationships with vendors and provide support as needed.

#### **Event Planning**

Organize and execute special events, workshops, and activities to enhance the market's appeal. Collaborate with local partners and vendors to create engaging and educational events. Manage event logistics, including permits, setup, and promotion.

#### **Marketing and Promotion**

Develop and implement a marketing plan to raise awareness and attract customers to the market. Manage the market's online presence, including social media profiles. Create marketing materials and collaborate with local media for promotion.

#### **Customer Relations**

Provide excellent customer service and engage with patrons to understand their preferences and needs. Gather feedback and insights to improve the market's offerings and customer experience. Engage with community partners and sponsors.

#### **Financial Management**

Monitor sales and attendance data and make data-driven decisions to optimize performance. Manage food assistance benefit programs in the future.

### **Qualifications:**

Previous experience in event management, farmers markets, or a related field is preferred.  
Strong organizational and leadership skills.  
Excellent communication and interpersonal abilities.  
Marketing and promotional skills are a plus.  
Passion for supporting local agriculture and community engagement.  
Willingness to work nights, weekends and in various weather conditions.

### **Benefits:**

Competitive wage commensurate with experience.  
Opportunity to make a significant impact on the local community.  
Engage with local farmers, artisans, and the community.  
Seasonal position (Market season May-October, with some off-season office work)

### **How to Apply:**

Interested candidates are invited to submit their resume and cover letter, to Phil Castonia, Director—Parks & Recreation at [pcastonia@oxparkrec.org](mailto:pcastonia@oxparkrec.org) . Please include "Market Manager Application" in the subject line. Application deadline is Thursday, January 25, 2024 at 4 pm.

We are an equal opportunity employer and welcome candidates from all backgrounds to apply.

**“We create community through people, parks and programs”**

### Commissioners

Sarah Jones

Theresa Myer

Ron Roop

Tim Kalohn

Austin Brantley