



Greater Lafayette Commerce
Job Title: Lafayette Farmer's Markets – Market Manager
Department: Operations
Reports to: Director of Chamber Operations
FLSA Status: Non-Exempt
Job Type: Seasonal - Part Time

Organization Background

Greater Lafayette Commerce serves as a nexus in the Greater Lafayette economy. A nonprofit economic development and chamber of commerce organization serving Tippecanoe County, Indiana, Greater Lafayette Commerce is membership-based and supported by local industries, businesses, governments, and individuals. Its mission, carried out by various councils, is to advance economic and community prosperity and superior quality of life.

Work Culture

As the leading local organization for community initiatives, growth, and economic development, Greater Lafayette Commerce is a hub of high-profile activities in multiple areas. The staff works under the direction of a president and chief executive officer and with numerous community volunteers. Team members work collaboratively for the good of all, often assisting in areas beyond traditional job responsibilities, with many opportunities for personal and professional growth. The work environment is dynamic, forward-thinking, fast-paced, and goal-oriented.

Position Summary

Greater Lafayette Commerce is seeking candidates for a Market Manager to oversee the Lafayette Farmers Market. There are multiple, part-time positions available. Most of the responsibilities will fall between the following times/dates:

Saturday Markets: May 4–October 26, 6:00 a.m.–1:30 p.m.

Mini-Markets: November 16 & December 7, 8 a.m.–3 p.m.

The Market Manager performs all related duties to maintain and operate an efficient market in the best interest of Greater Lafayette Commerce (GLC), the City of Lafayette, all vendors, and the general public. The Market Manager is expected to be experienced and act in a professional, friendly manner always, as well as responsive to the needs of the Vendors and the community the Market serves.

The Lafayette Farmers Market is managed by Greater Lafayette Commerce.

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Essential Functions

- Enforces days and hours of operations as determined by GLC
- Prepares Market site (put barricades in place; post signage; arrange for parked vehicles to be towed; remove trash and litter from the site, etc.) and return the Market site to its original condition upon closing
- Directs the arrangement of all vending spaces and vehicles in the Market premises.
- Maintains daily attendance records
- Maintains set up SNAP, Music, and Info Booth at Lafayette Farmers Market
- Enforce the City of Lafayette ordinance that no pets or animals are allowed in the Lafayette market area. Service animals are allowed
- Ensure vendors are appropriately vending products in a safe manner
- Handles complaints and disputes with the ability to make quick, accurate decisions and stand by them on Market Day
- Keeps vendors aware of market policies, activities, and promotions.
- Serves as a liaison between the market and other businesses and organizations.
- Serves as a quality control person for the market
- Meets with GLC staff regularly to provide Market updates
- Performs other duties as assigned

Knowledge, Skills, and Abilities

- Excellent people skills (friendly, outgoing, tactful, strong ability to communicate)
- Diplomatic conflict resolution
- Reliable and punctual
- Highly organized
- Ability to work independently
- Physical ability to perform tasks listed above (regularly lift up to 50 lbs., load/unload equipment)
- Ability to work on weekends and evenings and travel to vendors as necessary
- Someone who wants to see the market thrive by trying new initiatives to grow the number of vendors, sales, and market awareness

Please submit a resume (cover letter optional) to bmatthews@greaterlafayettecommerce.com

Greater Lafayette Commerce is an Equal Opportunity Employer
