

Greater Lafayette Commerce

Position: Purdue Farmers Market Master

Direct Report: Quality of Life/Tippy Connect Coordinator

Position Status: Part Time – Thursdays 9 a.m. – 4 p.m. – April - October

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 a 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.

Personal Attributes

To appropriately meet the needs of the position, the Purdue Farmers Market Master is expected to

- Handle multiple projects simultaneously.
- Communicate in a factual, direct, persuasive and to-the-point style.
- Be comfortable meeting new people.
- Maintain a high level of energy and positiveness, even instilling that in others.
- Be socially approachable and extremely outgoing.
- Handle pressure, interruptions, and change.
- Work harmoniously and cooperatively with the vendors.
- Accomplish tasks independently, take charge when needed, act persuasively and persevere while maintaining self-discipline, focus and mental stamina.
- Maintain a good nature and pleasant demeanor, especially under pressure.

Position Requirements

- High School Diploma
- Excellent organizational and detail management skills.
- Ability to work well with people and enjoy coordinating volunteers.
- Professional appearance, demeanor, and attitude.
- Committed to maintaining the highest sensitivity to professional ethics and cultural diversities, treating all people equally and respectfully.
- Visionary skills in looking and planning far in advance, seeking improved ways to do things, suggesting enhancements to improve the organization.
- Ability to stand and walk for long periods of time for distances of the market perimeter.
- Lift up to 50 pounds occasionally, raising objects from lower to higher positions or moving objects horizontally from side-to-side.

- Withstand the outside environmental conditions during the months of May to October.

Responsibilities

Primary Items

- Ensure that the market is appealing to both guests and vendors and that their experience at the market is positive.
- Place and remove space market flags prior to the start of the Market and when all vendors have been set.
- Direct and maintain appropriate parking for vendors.
- See that the Market grounds are kept clean and that vendors have removed trash at the end of the Market day.
- Administer the Purdue Farmers Market Vendor Contract as established by Greater Lafayette Commerce and the City of Lafayette.
- Be a liaison with the Market Manager on concerns, needs or opportunities arising at the Farmers Market from the vendors or the public.
- Be a positive voice for the Purdue Farmers Market.
- Work with local businesses and volunteers to promote the market.
- Work with the Market Manager to grow and develop the market through new programming and creative marketing.
- Attend season kick-off vendor meeting, season closing meeting, and the Holiday Markets in a paid capacity.
- Handle Emergencies, including closing the market when necessary due to weather conditions or other hazardous conditions.
- Answer questions from vendors and guest using gained knowledge or forward to Market Manager.
- Resolve disputes on site as they arise and forward to Market Manager as you feel necessary.
- Maintain a positive relationship with all vendors and promote consistency at the market and meet vendor's needs as much as is reasonable.
- Ensure permanent space markers are maintained.
- Be responsible for maintaining market signs and equipment in good condition.
- Ensure daily vendors are registered and have coordinated with Market Manager prior to vending.
- Ensure electricity is maintained to appropriate vendors.
- Organize vendor spaces based on attendance and label spaces accordingly.
- Direct and manage Purdue Interns to meet market requirements as needed, including:
 - Trash cans set in conspicuous locations for customer use at beginning of market.
 - Landfill / Recycling signs placed on trash cans.
 - Tables set for customer usage throughout green area in market footprint.
 - Temporary No Parking signs on permanent parking signs flipped to Purdue Farmers Market Parking side.
 - Sustainability tent, table, and products set up; manned by interns during market.
 - Dispatched to highest need vendors for assistance setting up and tearing down. (Max 20 minutes, one intern per vendor until need is met.)
 - Assist vendors throughout market day, as needed.
 - Trash / trash cans grouped in central location at close of market.
- Call in any cars needing to be towed to the Purdue Police Department.
- Work with Market Manager as needs, or concerns arise and be flexible and open to changes.
- Complete and submit timecards to Market Master or Greater Lafayette Commerce.