

**Position Title:** Market Coordinator

**Classification:** Hourly, Part Time @ \$18/hr

**Reports to:** Operations Manager

The Market Coordinator is responsible for overseeing and executing the setup, management, and takedown of the market. Job duties include:

- Arrive 2 1/2 hours before the market opens to begin marking layouts.
- Access weekly market layout via dropbox
- Oversee crew members in the setup and takedown of market equipment and assist as needed
- Document market staff shift arrival and departure time
- Assist vendors with load-in/load-out information and direction
- Understand and communicate TFM market rules to vendors
- Document and communicate rule violations to the leadership team
- Set out required signage and equipment fielding
- Onsite collection and entry of vendor booth fees and market scrip
- Troubleshoot and problem solve issues at the market as they arise
- Monitor market supplies and equipment inventory and report supply needs to Operations Manager
- Complete and file market paperwork to the Operations Manager at the end of each market
- Provide feedback to the operations team to adapt and improve market operations and procedures

**Position Requirements:**

- Access to reliable transportation
- Reliable availability and punctuality for shifts
- Ability to lift 30lbs or more
- Able to be on feet for up to 5 hours at a time

We are currently hiring for the Market Coordinator position at both our Saturday Lakeline Market and Sunday Mueller market. Availability for both is preferred but we will work with availability.

- Lakeline Saturdays: Set up, market, and tear down. ( 6 am-2:30 pm) 11200 Lakeline Mall Dr. Cedar Park, TX 78613
- Mueller Sundays: Set up, market, and tear down. ( 7 am-3:30 pm) 2006 Philomena St. Austin, TX 78723

Market Coordinators are the first to arrive in the morning and the last to leave.

If you are interested in the Market Coordinator role at either or both markets, please email [operations@texasfarmersmarket.org](mailto:operations@texasfarmersmarket.org)

Equal Opportunity Employer: Texas Farmers' Market provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.