BALTIMORE OFFICE OF PROMOTION AND THE ARTS, INC.

Farmers’ Market & Events Manager

The mission of the Baltimore Office of Promotion & the Arts (BOPA) is to address the needs of the arts community through arts and cultural activities, advocacy, and support; create pride by promoting Baltimore to Baltimoreans; and to use the arts and events marketing tools to promote Baltimore’s assets locally, regionally, and nationally. BOPA produces festivals, special events, and promotions for Baltimore City and develops and administers funds, grant programs and community workshops. In addition, BOPA manages several historic attractions and sites in the Baltimore area. Facilities include School 33 Art Center, The Cloisters, the Bromo Seltzer Arts Tower, and the Top of the World Observation Level in the World Trade Center.

Position Description

The Farmers’ Market & Events Manager for the Baltimore Office of Promotion & The Arts is a full-time regular, exempt position, that reports to the Director of Live Events & Public Engagement; with the primary function of overseeing the operations of the Baltimore Farmers’ Market & Bazaar, but is an integral member of the Events Department, which is responsible for New Years’ Eve and 4th of July Fireworks, MLK Jr Parade, Artscape, and more. Assignments of specific events may change periodically at the discretion of the Director of Events & Public Engagement.

Essential Duties and Responsibilities:

- Oversee all operations related to the Baltimore Farmers’ Market & Bazaar
- Determine the eligibility of potential farmers and vendors based on the market’s criteria, rules, and regulations. Actively recruit new farmers and vendors to expand the variety at the Market & Bazaar
- Generate contracts, guidelines, permits and all paperwork associated with the function of the Farmers’ Market. Ensure that all applicable licenses, permits and insurances are filed with relevant agencies
- Assign farmers, vendors, and crafters their location/spaces at the Market
- Provide all information and verbiage to Creative Services for the production of market’s map, brochure and all collateral
- Coordinate volunteers and oversee the Welcome Center including setup and breakdown. This Center is where the Manager and other staff are stationed during the market hours. Farmers, vendors, crafters, etc., go there with any issues related to their participation in the market
- Manages set-up and break-down of Market – ATM and portable toilet installations, street closures, liaison on-site with Police Department and homeless outreach team
- Maintain the Market’s records of attendance for all market farmers and vendors
• Coordinate the opening ceremonies of the market, and cooking/food demonstrations and special events
• Recommend enhancements for streamlining operations, expansion, cost incentives, revenue opportunities. Continually evaluate the markets strengths and weaknesses. Conduct customer surveys and monitor for potential improvements in daily logistics and outreach efforts
• Complete by mid-January an annual report of operations and review with management proposals for any cost increases, policy changes
• Liaison to city services needed for the operation of the Farmers Market & Bazaar
• Liaison with Maryland Farmers Market Association on SNAP/Loyalty Program
• Enforce market rules, including on-site logistics and license requirements
• Have clear emergency procedures in place for accidents, medical emergencies, safety or crime issues, severe weather, or natural disasters - Shelter in Place.
• Establish a chain of command in case communication is compromised by power outages or evacuations. Have quick access to first aid kit and fire extinguisher
• Research and provide the content for the Farmers’ Market & Bazaar Newsletter and website

Other General Events Responsibilities:
• Support BOPA Events and other Departments as needed
• Coordinating and promoting sustainability and environmental initiatives like recycling, cleaning contracts, reusable bags, ban on Styrofoam products for events and festivals

Qualifications:
• Four years of equivalent experience
• Experience in certified farmers’ markets, health and wellness, nutrition, and community outreach
• Experience working collaboratively
• Excellent oral and written communications skills
• Must be able to work Sundays during the market season (April – December)
• Must obtain a valid CPR instructor certification issued by AHA, Red Cross, or any authenticated CPR training institution
• Proficient in MS Word, Excel & PowerPoint

Compensation & Benefits:
• Salary is commensurate with experience
• Benefits include Medical, Dental, Vision, LTD, STD, Life and AD&D
• 403B Retirement Plan with employer match
• Paid Holidays
• Paid Sick and Vacation accrual
**Application Process:**
Email cover letter and resume to: jjohnson@promotionandarts.org. No phone calls please.

*The Baltimore Office of Promotion & The Arts, Inc. is an Equal Opportunity Employer. We strive to mirror the rich diversity of Baltimore City in our staffing and programming while emphasizing cultural equity. Cultural equity embodies the values, policies, and practices that ensure that all people—including but not limited to those who have been historically underrepresented based on race/ethnicity, age, ability, sexual orientation, gender, socioeconomic status, geography, citizenship status, or religion—are represented in the development of arts policy; the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*