

## **BALTIMORE OFFICE OF PROMOTION AND THE ARTS, INC.**

### **Farmers' Market Coordinator**

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 Coordinator for the Baltimore Office of Promotion & The Arts is a seasonal, nonexempt position, that reports to the Farmers' Market Manager; with the primary function of coordinating the operations of the Baltimore Farmers' Market & Bazaar.

### **Essential Duties and Responsibilities:**

- Oversee all operations related to the Baltimore Farmers' Market & Bazaar
- Assign farmers, vendors, and crafter their location/spaces at the Market
- 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
- Liaison with Maryland Farmers Market Association on SNAP/Loyalty Program
- Enforce market rules, including on-site logistics and license requirements
- Coordinate SNAP (EBT), Maryland Market Money (matching program), and other non-cash (such as coupons or certificates) transactions at the farmers markets each week

- Distribute payments and token bags to vendors each week at the start of market and collect tokens from vendor at the close of market
- Attend all markets throughout the 2024 season, arriving prior to market start and remaining through market close
- Reporting and analyzing weekly data on SNAP (EBT), Maryland Market Money, credit/debit, and other non-cash spending at the markets
- Ongoing communication with market vendors and market managers about the program
- Participate in trainings and workshops as scheduled.
- Assisting with the overall set-up and breakdown of Baltimore Farmers' Market and Bazaar (BFMB). Including, but not limited to, hanging/placing signage, setting up tables, chairs, tents, décor, etc.
- Supporting and operating the BFMB Welcome Center
- Organizing and maintaining supplies and hardware needed on-site
- Alerting Events staff of any problems before/during/ after Farmers Market
- Other duties as assigned by BOPA and Farmers' Market Staff.

**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:**

- Two years of customer service experience
- Experience working collaboratively
- Excellent oral and written communications skills
- Must be able to work at least two Sundays per month during the market season (April - December)
- Must be able to arrive at the Market by 5am and stay to at least 1:30pm
- 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:**

- \$25 per hr

**Application Process:**

Email cover letter and resume to: [jjohnson@promotionandarts.org](mailto: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.*