



Greater Lafayette
Commerce Job Title: Purdue Farmer's Market – Market
Manager Department: 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 chamber of commerce and economic 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 Purdue University Farmer's Market. This is a part-time position, with most of the responsibilities falling between the following times/dates:

Thursday Markets: May 2 –October 24, 9:00 a.m.–1:30 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), Purdue University, all vendors, and the general public. The Market Manager is expected to act in a professional, friendly manner always, as well as be responsive to the needs of the vendors and the community the market serves.

The Purdue University Farmer's 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 and returns 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.
- Ensures vendors are appropriately vending products and doing so 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 quality control 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
- Driven 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 mkyger@greaterlafayettecommerce.com

Greater Lafayette Commerce is an Equal Opportunity Employer.
