Saturdays, June 17- October 21, 2017
Shattuck Park, Downtown Neenah

FUTURE NEENAH FARMERS MARKET MANAGER

Duties

- Set up and Clean up market each week according to checklist provided
- Complete a Market Manager form to record vendor absence etc.
- If needed, greet and assist any special guests/vendors with set up
- Protect the park and vendor's property from damage (Nothing can be staked into the ground due to an underground irrigation system)
- Act as a Future Neenah Ambassador and the host of the Market. Greet patrons with a smile.
- Assist with SNAP (Supplemental Nutrition Assistance Program)
- Take action to politely ask any person or animal owner infringing on the property or enjoyment of others to leave (IE-no skateboards, loud dogs, etc)
- Managing on-site safety and vendor needs
- Other duties as necessary

Set Up

- Arrive at the market site no later than 7:00am on each Saturday between 6/17 through 10/21.
- Retrieve supplies from closet in upstairs pavilion
- Put out Farm Market sandwich boards and sponsor banners
- Put out 3 cardboard Menasha Corp. garbage cans and line with bags
- If needed, put up special event tents and hang banners
- Unlock and turn on power box for vendors if needed
- Assist vendors in locating the correct stall
- Watch to make sure that vendors are selling approved items and treating each other with respect. Infractions of rules or improper behavior need to be reported to Future Neenah.

Clean Up

- Remain until clean up is concluded (approx. 12:15pm)
- Pick up any garbage and dispose
- If needed take down tent, banners and sweep
- Return supplies to closet in upstairs pavilion and lock

SNAP (Supplemental Nutrition Assistance Program)

- Assist with SNAP transactions
- Assist with informing and reimbursing vendors
- Place signage about the program
- Answer questions

Compensation is based on experience and results of interview.

Interested? Email your resume to Pamela Barnes, Events Coordinator at Future Neenah. pamela@neenah.org Place Market Manager in the subject line.