



Greater Lafayette Commerce
Job Title: Purdue University Farmer's Market– Market Master
Department: Operations FLSA Status: Non-Exempt
Job Type: Part Time

Organization Background

Greater Lafayette Commerce serves as a nexus in the Greater Lafayette economy. A nonprofit economic development and chamber of commerce 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 a 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 Master for the Purdue University Farmers Market. This position is a part time position, and most responsibilities fall between the following Times/Dates:

Purdue University Farmer's Market

Thursday Markets - May 5 – October 27, 9:00 a.m. - 3:00 p.m.

The Market Master performs all related duties to maintain and operate an efficient Market in the best interest of Greater Lafayette Commerce (GLC), City of Lafayette, Purdue University, all Vendors, and the general public. The Market Master is expected to be experienced and act in a professional, friendly manner always, as well as responsive to the needs of the Vendors and the community the Market serves.

The Purdue University Farmers Markets are managed by Greater Lafayette Commerce.

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Essential Functions

- Enforces days and hours of operations as determined by GLC.
- Prepares Market site (put barricades in place; post signage; arrange for parked vehicles to be towed; remove trash and litter from site, etc.) and returns the Market site to its original condition upon closing.
- Directs the arrangement of all vending spaces and vehicles in the Market premises.
- Assigns space(s) to all vendors.
- Maintains daily attendance records.
- Verifies all local, state, and federal laws are observed; all licenses and permits are valid and current for each vendor.
- As necessary, inspects farm or production facilities for compliance with Market rules and regulations. Vendors must allow inspection.
- 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 person 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
- Someone who wants to see the market thrive, by trying new initiatives to grow 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
