

WESTERN FAIR DISTRICT - JOB POSTING

ASSISTANT MARKET MANAGER (MATERNITY LEAVE CONTRACT)

About Our Market: VOTED LONDON'S BEST FLEA/FARMER'S MARKET. The Market at Western Fair District is a vibrant gathering place bringing community, food and artisans together. Offering a wide range of seasonal ingredients, unique vendors and artisans, The Market supports Western Fair District's vision of creating unique experiences that build positive memories while also serving the organization's agricultural mandate. With over 100 vendors, The Market is located in the Confederation Building at Western Fair District and is currently open to the public every Saturday from 8am – 3pm and Sunday 10am-2pm.

We are currently seeking an Assistant Market Manager to join our team! This will be a 14-month maternity leave contract. This position requires the successful applicant to be available and onsite during Market operating hours to ensure smooth operations (weekends) in addition to 3 work-days mid-week for office duties. (Off-days are generally Monday, Tuesday)

The Assistant Market Manager is responsible for assisting the Market Manager in the operation and administration of a thriving market with a key focus on business growth and on-going development of positive customer and vendor relationships. The Assistant Manager supports the Manager in public relations, customer service, vendor relations, administration of vendor contracts, payments and files, marketing and social media duties, and shared general oversight and accountability on market days ensuring the safety, and positive experience of our market customers and vendors.

What you'll be responsible for:

- Available and onsite during Market operating hours to ensure smooth operations (weekends)
- Actively develop and maintain positive relationships with vendors and customers.
- Proactively and positively represent and promote The Market in the community.
- Strategize to increase the Market's customer base and business activity.
- Oversee current social media channels – generate creative/content, develop posting schedules, and execute creative campaigns.
- Develop the in-lite influencer marketing program by identifying potential influencers and working to onboard influencers to promote the brand.
- Develop and execute marketing and promotional plans using traditional and online applications.
- Publish ongoing editions of The Market flyers and newsletters.
- Maintain/update the Market website.
- Perform administrative duties including answering enquiries, timely rent collection along with other required information, analytical duties and research.
- Ensure a clean and safe environment.

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Our ideal candidate will have:

- A person with integrity, positive energy and leadership skills.
- Excellent communication and interpersonal skills.
- Strong Customer Service abilities.
- Problem solver. Good analytical skills.
- Creative - Able to deliver creative content.
- Strong social media skills.
- Strong interest in sustainable and local agriculture.
- Clear and organized work habits and flexible.

Does this sound like you? If so, we would love to hear from you!

Please submit your cover letter and resume by **Friday January 4, 2019 @ 3:00pm**

The Western Fair District is an equal opportunity employer and will make accommodations available, upon request, throughout the entire recruitment process.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.