



# Market Coordinator

**JOB TITLE:** Farmers' Market Coordinator

**LOCATION:** Bronte Village, Oakville, ON

**EMPLOYMENT TYPE:** Part-time/Seasonal

**EMPLOYER:** Bronte BIA

**COMPENSATION:** \$350/week x 14 weeks

**DATES:** June 23 to September 28, 2025

**HOURS:** 7AM to 3PM, every Sunday from July 6 to September 28 (except Aug. 31), plus 6 hrs weekly (flexible)

**APPLICATION DEADLINE:** Tuesday, May 6, 2025

## ABOUT THE MARKET

The 2nd annual Bronte Farmers' Market is a community-centered marketplace where visitors can shop for fresh produce, baked goods, prepared foods and artisanal products while enjoying live music. The 2025 Market will bring together 30+ vendors weekly for an experience that is all about celebrating and supporting local.

## ABOUT THE JOB

The Bronte BIA is looking for a highly responsible, friendly and reliable Farmers' Market Coordinator to join our team for the 2025 season. This is a critical role requiring dependability and the ability to handle logistics and build-relationships to ensure a positive and safe community event for vendors and Market visitors.

As the Market Coordinator, you will be entrusted with essential responsibilities to ensure the Market is set-up and operational every Sunday. You'll be expected to be on site in Bronte Market Square (2445 Lakeshore Rd W) for all 12 weeks.





## KEY RESPONSIBILITIES:

- Take a Market Manager Certification Course (online - approx. 15 hours).
- Train with BIA Staff in advance of the first market day to learn about market logistics, participating vendors and health & safety protocols.
- Provide weekly emails to all vendors and musicians, including a site map and other relevant communications.
- Be in attendance for every Market Sunday (prior to vendor set up, during the market and until after the last vendor leaves).
- Manage the set-up and teardown of the Market (map out stall spaces, install signage and activations, set up tents, access hydro for vendors/musicians, move picnic tables, oversee and ensure the safe and timely set up of vendor booths, etc.)
- Greet musicians and ensure they are set up and ready to perform at the scheduled time.
- Maintain the overall Market atmosphere and ensure it remains welcoming, positive and energetic.
- Be the main point of contact for vendors and Market visitors, providing friendly and responsive service.
- Be on weather watch and communicate inclement weather to vendors.
- Complete regular scans of the Market for safety issues.
- Ensure all vendors and community partners are working in accordance with Market protocols.
- Ensure Bronte Market Square is litter-free at the end of every Market day.
- Capture photos & videos of Market Sundays.
- Maintain regular face-to-face communication with Market vendors to answer any questions/address concerns.
- Supervise the Bronte BIA Summer Student, who will also be at the Market every Sunday in a supporting role.
- Provide a weekly (written) Market summary to the Executive Director.
- Support the development of visitor and vendor experience surveys.



## REQUIREMENTS:

- Excellent interpersonal, communication and leadership skills.
- Access to a computer and cell phone.
- Ability to manage competing priorities.
- Ability to work and make decisions independently and problem-solve proactively.
- High level of attention to detail and scheduled work processes.
- Able to work in all weather conditions, e.g. heat, cold, rain, sun, wind.
- Capable of lifting and carrying heavy items, including large tents, weights and equipment.
- Ability to be on your feet for long periods of time.

## PERKS & BENEFITS:

- Make a meaningful impact in Bronte Village.
- Spend your Sundays in a vibrant, outdoor marketplace.
- Work with passionate Market Vendors and community members.
- Enjoy flexible scheduling outside of Market hours.
- Earn a Market Manager Certificate through *Farmers' Markets Ontario*.

## TO APPLY:

Please send your resume and a brief cover letter outlining your interest in the position to Kylie at [info@brontevillage.net](mailto:info@brontevillage.net) with the subject line *Bronte Farmers' Market Coordinator Application*.

We'll be reviewing applications on a rolling basis. Deadline to apply is Tuesday, May 6, 2025. No phone calls please. Only candidates selected for an interview will be contacted.

***Thank you for your interest in joining our team!***

