



CORPORATION OF THE TOWNSHIP OF MCKELLAR

JOB DESCRIPTION- Market Manager

Prepared:	January 2026
Department:	Administration
Reports to:	Deputy Clerk
Supervises:	Market Vendors & Volunteers
Wage Range	\$20,000.00 - \$25,000.00 per annum <i>(paid via equal bi-weekly payments)</i>

POSITION SUMMARY

The Market Manager is responsible for the day-to-day operation of The McKellar Market, working with market vendors, customers, and other stakeholders. The manager represents the market to the market's vendors, customers, and to the community. This requires an on-site presence at the market during all market hours, as well as off-site work during non-market hours. The Market Manager is expected to have a thorough understanding of market policies, mission and goals and be able to apply them to the work environment. The Market Manager is a part-time position that reports to the Deputy Clerk.

DUTIES and RESPONSIBILITIES

Functional

1. The Market Manager is present at each market and is expected to provide the highest level of customer service to vendors, shoppers, and volunteers, in an enthusiastic manner.
2. Registration
 - i. Register vendors,
 - ii. collect fees, provide receipts and ensure vendors have received all necessary information regarding the market
 - iii. Recruiting full time and part time vendors throughout the season.
 - iv. Schedule weekly musicians
 - v. Coordinate special events on market days.
3. Market Safety
 - i. Develop and ensure approved safety plan is on hand
 - ii. Ensure safety protocols are in place and adhered to
 - iii. Placement of market signs where appropriate ie. MTO signage, Market Signage, parking etc.
 - iv. Ensure that vendors meet the required health and safety standards.
 - v. Applies annually for an MTO Use Permit (due to the Market's location within the corridor).
4. Market Operation
 - i. Assist vendors with market set-up where needed.
 - ii. Ensure all market signage, literature, merchandise and handouts are properly and attractively displayed at all times during the market day.
 - iii. Supervise selling, merchandising, and inventory of market promotional merchandise.
 - iv. Design market layout for each market.
 - v. Interpret the market rules for vendors and others in a consistent and fair manner.
 - vi. Settle any conflict or dispute in a diplomatic fashion.
 - vii. Oversee and assure that the market is set-up and closed properly.



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- viii. Make sure each market has all needed equipment and supplies and any equipment maintenance is completed during the season.
 - ix. Conduct annual inventory of equipment and supplies.
 - x. Organize storage facilities; maintain toolbox and first aid supplies.
 - xi. To oversee the day to day operation of the McKellar Market including set up, take down, troubleshooting, posting signs and banners, collecting drop in fees and disseminating information.
- 5. Must be familiar with market guidelines, application forms, regulations, etc. and pass them on to vendors.
 - 6. Coordinate market advertising with the Clerk's Office.
 - 7. Required to present an annual operating budget as well as a yearend report to Council.

Working Relationships

- Receives direction and guidance from the Deputy Clerk.
- Communicates and coordinates with Deputy Clerk.
- Works cooperatively with other Municipal staff.

Knowledge and Skills

- An understanding of market management and board of health requirements.
- Good communication and public relations skills, both verbally and in writing.
- The ability to take on a leadership role and solve problems as they arise.
- Enthusiasm, energy and the aptitude to initiate action and be creative.

DEMANDS AND WORKING CONDITIONS

Working Conditions

- Works in the Market's location and from home.
- Attends Market from 7:30 a.m. - 2:00 p.m. every Saturday during the summer months; including two additional special Markets (the Thanksgiving and Christmas Markets) one Saturday each in October and November.
- 800 hours per year, as approved by Council. Subject to change by way of Council direction.

Supervision

- Responsible for supervision of vendors.
- Organize, register and supervise volunteers.

Technology

- The Township does not provide corporate devices for this position. Use of your own personal laptop and phone is required. No re-reimbursement for these expenses is available, inclusive of internet service. Printing, scanning, faxing and copying) is available at the Township Office for the Manager's use.