

# MARKET MANAGER

*Founded in 1974, RAP is a 501(c)3 nonprofit with the mission to preserve, promote and advocate for the Riverside and Avondale neighborhoods in Jacksonville, FL. Both neighborhoods are listed on the National Register of Historic Places.*



- **Full-time, salaried, benefits**
- **Reports to: Executive Director and Market Director**

The Riverside Arts Market (RAM) is a program of Riverside Avondale Preservation (RAP). The Market Manager is responsible for operations, logistics, and administration of the market. They will manage activities, programs, special events, and alcohol and interact with vendors, performers, visitors, volunteers, and more. This individual will work directly with the Market Director.

RAM supports RAP's mission to enhance the quality of life of the historic neighborhood of Riverside Avondale. Both RAP and RAM are volunteer-driven organizations with a small staff and large mission. Job descriptions are a general outline, but employees must be flexible and may be called on to help in a variety of ways.

RAP and RAM create community spaces where people come together. We are all responsible for ensuring that our programs are inclusive and welcoming to all backgrounds including race, economic status, gender, sexuality, abilities, or any other factor that makes our community members unique. Expanding on these principles is considered an essential part of the position.

## RESPONSIBILITIES

### Market Operations

- Work under the Market Director to understand and implement the long-range plan, vision, and goals of RAM
- Coordinate with various vendors, staff, contractors, and neighborhood advocates to implement successful events and programs that achieve the mission of RAP and RAM
- Create and implement a strong volunteer network to support market functions
- Coordinate with and submit permit applications to appropriate agencies including the City of Jacksonville departments for alcohol and special events
- Assist in the check-in and check-out of all market vendors and merchants. Aid with any conflicts, emergencies or day-of modifications
- Ensure and enforce compliance with market policies and guidelines among staff, vendors, and market visitors
- Lift, carry, and set up spaces within the market to create special places that invite people to stay at RAM
- Purchase and oversee supply orders; work within an annual budget
- Develop the ability to lead RAM in the Market Director's absence

### Special Events

- Develop and implement creative and effective event plans and strategies working under the guidance of the RAM Advisory Committee, long-range plan, and the Market Director
- Develop event programming for the RAM space outside of regular market hours

- Implement events within budgets and timelines necessary for effective management
- Create event goals, plans, strategies, run of show, and post-event reports that lead to smart event management and planning in the future.
- Assist in all aspects of RAP's Signature Events

### Marketing & Outreach

- Incorporate RAP and RAM's mission statement into marketing strategies and direction
- Utilize marketing and retail skills to maintain and sell merchandise, memberships, and event tickets for RAP and RAM
- Oversee sales of promotional items at RAP and RAM
- Maintain inventory and do supply orders for merchandise when necessary. Help source new merchandise focusing on local vendors, artists, and sourcing
- Operate the SNAP program which offers members of the community the chance to spend allocated food budgets on fresh, local produce from RAM

## PREFERRED SKILLS

- 3-5 years' experience in event planning, farmers markets, art showcases, or other vendor related field
- Ability to make quick decisions which include weather related safety precautions surrounding heat and storms
- Volunteer coordination, recruitment, engagement experience
- Ability to work outdoors and lift heavy objects
- Strong multi-tasking skills and ability to give clear and concise directions
- Love of working with people, helping artists and small business owners become successful and thrive
- A passion for the arts, small businesses, locally grown produce, and the Riverside Avondale Historic District

## BENEFITS

Benefits include a robust holiday calendar and two-weeks paid vacation to start. Schedule is flexible and work from home options are available. Travel is minimal. Saturdays are required with a general work week of Tuesday – Saturday. Weekend and evening events on occasion.

RAP operates a Health Reimbursement Account (HRA) which allows for direct payouts of qualified expenses up to \$3,000 per year. RAP offers a Simple IRA retirement account, immediately available, with a 3% annual match. Laptop provided. Salary range is \$50-\$55k per year with annual base salary review.

RAP will not discriminate against any individual with respect to compensation, terms, conditions or privileges of employment because of the person's race, color, religion, sex, national origin, age, disability or marital status.

To apply, email a letter of interest and resume to [chloe@riversideavondale.org](mailto:chloe@riversideavondale.org). Resumes will be reviewed on a rolling basis until the ideal candidate is found. Starting date is September 3, 2024.