



Job Opportunity

ART MARKET CURATOR

If you are interested in this position, please email a cover letter detailing why you think you would make a great fit for this new role and your resume to frankenmuthfarmersmarket@gmail.com

The Frankenmuth Farmers Market is seeking applications for the position of "Art Market Curator." This paid position is an 8 to 12-week assignment centered around working with FFM to build and maintain a third weekly Market offering at FFM on Friday evenings this summer.

The "Art Market Curator" will be responsible for all aspects of Market organization and execution. This is an excellent part-time role for any person who loves art, hospitality, and project management. There are very few jobs that will be as exciting and fun as this one!

Making a Marketplace look effortless to the general public while being both profitable to artisans and vendors, and also a valuable shopping experience for consumers and visitors, is an art of itself.

Our new Art Market Curator should have the following skills and traits to perform the job effectively or will show an intuitive ability to develop these skills and traits for themselves through this work. Anyone interested in this position should:

- Exhibit a friendly and confident personality.
- Have established connections to civic and community groups in the Frankenmuth, Saginaw, Flint, and/or Bay Areas or be willing to form them.

- Demonstrate creative thinking abilities and effective problem-solving habits.
- Be able to create clear work plans and maintain self-motivation to get the job done, not just well, but exceptionally.
- Have a basic ability to utilize typical business software and introductory level design tools.
- Enjoy reveling, have a good sense of hospitality, and a keen sense for how to encourage and maintain good-clean fun for a crowd.

The duties of our new Art Market Curator position are likely to evolve as the Markets take shape. The real value of this position to FFM is that it will serve to create a foundation for the operation of “Market After Dark” events well into the future.

This job is likely a better fit for someone who thrives in the afternoons and evenings of the day. Apart from what will likely be very long/late Fridays – the schedule is largely flexible, and work can be done from your home office, van-down-by-the-river, or in our office spaces.

As the FFM Market Curator you will know when it is time to get to business and when it is time to turn up the fun. For this job there are times when sampling the latest Michigan Craft beverage or learning to dance with fire balls are just “things that you gotta do” but the following is a list of the more mundane (and entirely expected) things you really must do to help FFM create our third, great weekly market experience:

1. Recruit and retain artisan vendors and makers based on eligibility requirements established by FFM to promote the look and vibe of our developing market. Actively recruit new producers to expand the variety or products for sale.
2. Collect commission and rental fees from vendors and maintain accurate records of payment.
3. Assign selling spaces and address logistical concerns for the artisans and makers participating in our marketplace.
4. Recruit and retain entertainment and large-scale art aspects for each of the market nights.

5. Ensure that all applicable licenses, permits, and insurances are filed with relevant agencies for operations of each market.
6. Advertise and promote the market.
7. Oversee the setup and tear down of the marketplaces as to ensure the non-disruptive execution of this new Market so that it does not interfere with our Saturday morning markets.
8. Organize and lead the volunteer teams and staff involved in aspects of Market execution as needed.
9. Provide financial and progress reports for the FFM Executive Director and Board of Directors regarding the market conditions, sales, and feedbacks
10. Work with FFM leadership to review, update, or create market policies, strategies for future growth, and partnerships with other organizations.
11. Other duties as assigned.