

Site Manager responsibilities and job description:

Enforce the Rules & Regulations of the RFM and general decorum during the market.
Recommend amendments if necessary.

Assure the orderly and efficient operation of the RFM and notify the Business Manager any foreseeable absence from these duties be anticipated.

Arrive at market at 8am.

Set up and break down the outdoor (summer) Sunday markets including RFM tents, tables and chairs, posting, removal and storage of all temporary signage, banners, trash cans, and RFM merchandise, etc.

- During outdoor market, adjust market layout for any parked cars and expected vendor absences and direct vendors to their regular and/or adjusted assigned spaces.

Set up and break down the indoor (winter) Sunday markets including RFM tables, chairs, posting, signage, trash cans, merchandise, etc.

Handle parked cars, traffic and safety.

Be accessible to vendors by phone.

At information booth, carry supplies, merchandise and cash box from shed to tables and assist volunteers with set-up and breakdown. Assist volunteers in conducting sales of merchandise, in providing information and answering questions at the RFM table, and in making inventory of merchandise.

Set up supplies and equipment as outlined by Business Manager for special events, musicians, and non-profit groups. Guide special events guests, musicians, and non-profit groups to assigned spaces.

Assure that RFM space is clean at end of day and that all storage facilities are locked.
Dispose of trash at the assigned trash bin.

Communicate and collaborate with the Board of Directors and Business Manager on general operations and any problems that are identified.

- Coordinate when necessary with Rhinebeck Town Hall Site Maintenance Supervisor (Robert Fitzpatrick) during winter market.
- Business and Site Managers will coordinate their schedules. In the absence of the Business Manager, the Site Manager will carry out the responsibilities of the Business Manager.

Attend Board meetings as requested.

Payment: \$125 per week.

Weekly Summer outdoor market 5/8/2016-11/20/2016 (29 wks)

Fortnightly Winter indoor market 12/4/2016-4/23/2017 (11 wks) –subject to change

Please respond to Georgia Dent at georgiadent@gmail.com, subject line RFM Site Manager