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**Marketing & Events Coordinator**

**Farmer’s Market Manager**

**Job Description:**

* Responsible for all aspects of marketing Woodside Farms, including, but not limited to:
	+ Maintaining engaging and informational social media accounts: Instagram, Facebook
	+ Keeping the website up-to-date (do not need to know coding)
	+ Scheduling, assigning, and potentially writing blog posts weekly that are relevant to the farm and/or events that are upcoming and need to be promoted
* Responsible for scheduling outside events, coordinating farm events, and overseeing care and keeping of the barn/event space
	+ Point person for scheduling outside events in the barn, such as corporate events, Weddings, workshops, and space rental for homeowners for their clubs/gatherings
	+ Advertising our event space for booking events.
	+ Coordinate and plan events that the farm would like to put on, such as a fall festival, chef cook-off event, dinners in the field, styled shoot for potential weddings, etc.
	+ Must be on site or have scheduled another employee to be on site for all major outside events. For smaller events, be sure the barn is clean and ready for the event. After event, be sure all has been cleaned up and back the way it was found.
	+ Keep track of the barn cleaning log
	+ Maintain record of items in the kitchen and make purchases (or notes for someone to purchase) as needed
* Farmer’s Market Manager
	+ Recruit & Enroll new vendors in the market
	+ Communicate with all vendors at the market and during the week, as needs arise
	+ Seek sponsorship from local companies, and coordinate how they will then be represented and promoted
	+ Be on site for every market before vendors arrive until the last vendor leaves.
	+ Monitor all vendors to be sure they’re following our and the county’s rules & regulations
	+ Ensure that the farm and space is cleaned up and put back together after the market.
	+ Maintain database of farmers, vendors, their contact information, and any licenses or permits each vendor needs/possesses based on the products they are selling
	+ Conduct farm inspections, if necessary.
	+ Solicit entertainment for market days, as well as sponsors for the entertainment.
	+ All marketing involving the Farmer’s Market, including creating Facebook events for the market