



# SID PUBLIC SERVICES ASSOCIATION

**Job Title:** Market Manager  
**Hours:** Full-Time, 40 hours per week (early on market days, some weekends)  
**Reports To:** Executive Director

## Job Overview:

We're seeking your enthusiasm, vision, planning expertise and elbow grease to manage and dream big with the three open-air markets on Gay Street in Downtown Columbus. These events provide a fun destination for employees, residents and visitors and create traffic for local brick-and-mortar businesses by bringing fresh produce, farm products, cottage foods and artisan-made goods to the urban heart of Columbus. The Pearl Market ([pearlmarket.org](http://pearlmarket.org)) runs during the lunch hour every Tuesday and Friday from May through October. The Moonlight ([moonlightmarketcolumbus.com](http://moonlightmarketcolumbus.com)) and Sunlight ([sunlightmarket.com](http://sunlightmarket.com)) Markets occur once monthly on a Saturday and Sunday, respectively, from April through October. Each event draws 20 to 110 vendors and 500 to 10,000 attendees over the course of a season.

## Responsibilities and Duties:

- Recruit and retain vendors to create a vibrant market with a good product mix, facilitate growth and maintain acceptable vendor participation throughout the market season
- Hire and supervise a market crew
- Develop and manage annual market budget including collecting booth and other fees
- Design and set up market
- Comply with community regulations and secure all needed permits
- Work with area property and business owners and market sponsors
- Actively promote the market through presentations, social media, digital ad creation (Canva experience a plus), etc.
- Assist with securing sponsors and grants for the market
- Ensure that the market is safe for market employees, vendors and customers
- Maintain records, collect on-site data and provide reports for budget management, grant compliance, market evaluation and other key stakeholders
- Maintain market websites and social media accounts (WordPress experience a plus)
- Manage a cooperative dumpster program in Lynn Alley
- Other duties as assigned

## Qualifications:

- Four-year college degree, or equivalent experience resulting in broad knowledge of a field related to the job, plus 2 years related experience and/or training and 2 years related management experience, or equivalent combination of education and experience.
- Ability to write reports, business correspondence and policy/procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

- Ability to frequently lift and/or move items from 10 to 25 pounds and regularly lift and/or move up items up to 50 pounds. While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions which can include wet or humid conditions, cold and heat.

**Compensation:**

Salary is commensurate with experience. Full benefits are available.

**To Apply:**

Send your resume to [mvconte@sidservices.com](mailto:mvconte@sidservices.com).

**About the Organization:**

SID Public Services Association operates the Capital Crossroads and Discovery Special Improvement Districts in downtown Columbus. The districts are property owner associations that provide additional services including cleaning, safety, homeless outreach, beautification and promotions. Capital Crossroads has been managing the Pearl Market since 2008 and will begin managing the Moonlight and Sunlight Markets in 2022, taking over management from the Gay Street Collaborative.

*SID Public Services Association is an equal opportunity employer that will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, marital status, mental or physical disability, age, familial status, sexual orientation, gender identity, or national origin.*