



**Position Title:** Farmer's Market Support Specialist

**Department:** Agriculture & Education

**Supervisor:** Agriculture Manager

**Position Type:** Casual (The Big E only)

**Timeframe:** July 15 – October 15

### **Position Summary**

Want an opportunity to support local farmers? Enjoy developing a grassroots organization that helps get the word out about value-added farming products. This position is for insuring the Farm Gate Exhibit runs at highest level of operational experience. Providing friendly service to each vendor/consigner throughout the course of The Big E.

### **Position Responsibilities**

#### **Vendor Experience**

- Deliver prompt and friendly service to each vendor/consigner throughout the course of the event.
- Share feedback with leadership to improve the vendor experience.
- Partner with the Agriculture team on a workload plan to accomplish daily tasks necessary to operate a great exhibit.
- Maintain communication between consigners regarding inventory and sales.

#### **Operational Execution**

- Maintain sales records, including daily deposits.
- Supervise and participate in programming and training of cash register system.
- Actively participate as needed, in the inventory management process.
- Verify pricing and visible pricing to all systems to insure accurate accounting.

#### **Lead the Team**

- Set the example for customer service by living and leading the company values.
- Maintain dedication to the efficient and effective operation of the Farmer's Market administrative and support functions.
- Train and develop team to execute efficient and effective systems.

#### **Loss Prevention**

- Prepare the exhibit and help execute the inventory process.
- Ensure a safe working environment.
- Complete other duties as assigned

### **Requirements:**

- Must be at least 18 years of age.
- High school education or equivalent.
- 2 – 4 years previous retail experience. Financial administrative and support experience a plus.
- Must successfully pass background check (US only).
- Must possess a strong, detail-orientation drive with the ability to plan and prioritize work.
- Regular attendance is an essential part of the job.

- Able to work 28 hours per week including mornings and weekend shifts.
- Excellent communication skills.

**To Apply:**

Please fill out our online application form - <http://tinyurl.com/BigEemployment> - and include your resume. Only completed applications that include a resume will be considered. Positions are open until filled; priority deadline March 19, 2019. Questions regarding the application process can be addressed to [employment@TheBigE.com](mailto:employment@TheBigE.com).

*Eastern States Exposition (ESE) is a not-for-profit corporation committed to excellence in providing year-round opportunities for the development and promotion of agriculture, education, industry and family entertainment while preserving our New England heritage.*

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*Please note: during fair time operations, including pre- and post- fair operations certain positions may be exempt from overtime based on an overtime exemption through the Commonwealth of Massachusetts.*



## **5 Fun Facts About the Big E**

1. The Big E is the world's only multi-state fair, representing all six New England states. It hosts nearly 1.5 million guests for 17 days in September. It all began in 1916!
2. The buildings of Storowton Village Museum date back to the 18th and 19th centuries and were brought here in pieces and then rebuilt. This was the first time in US history buildings were moved in this manner for the purpose of creating a museum.
3. The Coliseum made headlines in 1916 when it broke existing construction records with the completion of all ten great 200-foot steel arches in only ten days.
4. About 2400 chicks are born in Farm-A-Rama's special chick hatchery during the 17 days of the Fair. It is one of the most popular spots for visitors of all ages.
5. Blake Shelton, Diana Ross & The Supremes, Joan Jett, Johnny Cash, Reba McEntire, Willie Nelson and many more have performed at The Big E.