



## **SOLICITATION**

### **FARMERS MARKET MANAGER (Independent Contractor)**

Compensation: \$28/hr, not to exceed 142 hours.

Estimated 7 hours/week during market season, 16 hours in May, and 7 hours in October

Contract Length: May 2026 - October 2026

The Anne Arundel Economic Development Corporation (AAEDC) fosters diverse economic growth by empowering businesses, expanding employment opportunities, and revitalizing communities. As the go-to partner, we connect businesses in Anne Arundel County with the key resources to thrive. In the past two years AAEDC has increased its revitalization and placemaking activity to support the economic growth of Anne Arundel County's Town Centers and Commercial Revitalization Areas. In 2025, AAEDC took over the management of Glen Burnie Town Center Farmers Market. The organization is currently seeking to contract with a Farmers Market Manager for the 2026 Glen Burnie Farmers Market.

#### **Project Overview**

2026 will mark the 4<sup>th</sup> season of the Glen Burnie Farmers Market. The market occurs in the heart of Glen Burnie Town Center in the central plaza (101 Crain Hwy N). The market will run from June 4th-September 24th every Thursday, from 4pm - 7pm. The Farmers Market Manager is responsible for managing the market's day of operations and serves as the lead point of contact for vendors during each market and throughout the market season.

#### **Qualifications**

- Three years of experience in farmers market management, event coordination, and/or related fields.
- Excellent communication skills.
- Ability to operate independently with minimal supervision.
- Ability to work every Thursday during the market season from 2-8pm.
- Strong problem-solving skills.
- Passion for community events.
- People person with customer service and conflict resolution capabilities.
- Ability to move or lift up to 50lbs.
- Comfort working outdoors in the summer.
- Ability to supply a W-9 tax form.

#### **Responsibilities**

- On-site presence at every market including set-up (2-4pm) and take down (7-8pm).
- Prepare the market site and coordinate set-up with vendors, food trucks, and entertainment.
- Assist with vendor issues during the market and ensure smooth market operation.
- Oversee market teardown and ensure the market site is clean and all market vendors have vacated the plaza in a timely manner.

- Submit weekly reports to AAEDC Town Center/Revitalization Manager on market operations, customer feedback, vendor issues, and sales.
- Ensure vendor compliance with all market regulations.
- Maintain positive relationships with all vendors, stays current with vendor offerings, maintain communication with vendors.
- Capture photo and video content of the market for AAEDC to share on social media.
- Serve as the main point of contact (email/phone) for the market vendors during the market season.
- Manage the market info booth and assist market visitors.

Interested parties should submit a cover letter, resume, and professional references to Christina Holliday, Chief of Staff at Anne Arundel Economic Development Corporation, via [cholliday@aaedc.org](mailto:cholliday@aaedc.org) or 2660 Riva Road, Suite 200, Annapolis, MD 21401. All letters with supportive documents should be received by February 6th, 2026 at 5:00PM.