



Our Culture:

The City of Hudsonville strives to make its employees feel safe, respected, valued and trusted. In order to maintain a positive culture and work environment, all employees are expected to exemplify common guidelines for attitude, communication, respect, and leadership.

A copy of the City's cultural guidelines will gladly be provided for your review!

To Apply:

To apply submit a resume and job application to Andrea Rabineau by January 13, 2025.



arabineau@hudsonville.org



(616) 669-0200

[Job Application](#)

TERRA SQUARE MANAGER

ABOUT THE SPACE

Terra Square in Hudsonville, Michigan, is a dynamic community space featuring the Hudsonville Farmers Market, flexible event venues for celebrations and gatherings, and a coworking area designed for professionals. The facility features a Gathering Space, accommodating up to 200 guests, and a Market Space, suitable for groups up to 64 people. Both spaces are customizable to meet the specific needs of each event. Owned by the City of Hudsonville, Terra Square serves as a hub for community connection and business growth.

Hudsonville is a growing community with strong family values, well-kept neighborhoods, outstanding public and private schools, a historic farming community, numerous parks, and a business district which is currently undergoing a substantial revitalization.

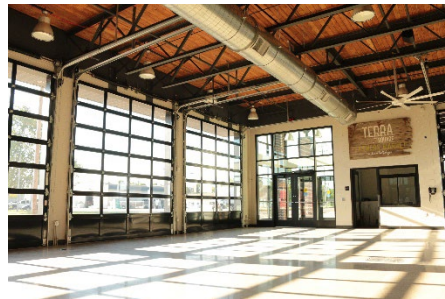
JOB SNAPSHOT

Responsible for the operation and coordination of Terra Square, including the Farmers Market, private event rentals, and workspace memberships. This includes the management of the Terra Square part-time staff.

OUR IDEAL CANDIDATE

The ideal candidate is a highly organized, detail-oriented professional with strong leadership and communication skills. They are self-motivated, adaptable, and able to work some evenings and weekends. They excel in building and maintaining positive relationships with vendors, patrons, and stakeholders while driving the success of programs, events, and operations.

They should have proven expertise in sales, marketing, leadership, and event coordination. Experience in hospitality, agritourism, or marketing, along with a 2- or 4-year degree or relevant career experience, is essential. The candidate must possess excellent conflict resolution skills, comfort in enforcing policies, and confidence in representing Terra Square and the City of Hudsonville in public settings.



RESPONSIBILITIES & DUTIES

An employee in this position may be called upon to do any or all of the following:

- Oversees all aspects of the Terra Square Farmers Market, including vendor recruitment, logistics, marketing, programming, staffing, and coordination of food assistance programs.
- Oversees recruitment and retention of existing and prospective farmer's market vendors and maintaining positive and sustainable growth of the market. Managing positive relationships with vendors, patrons, and community stakeholders.
- Oversees and coordinates entertainment, events, and community activities at market.
- Leads staff to create and maintain innovative programs.
- Ensures staff effectively manages and upkeeps the facility.
- Administers state food assistance programs at the market, including tracking and reporting on programs.
- Manages the marketing strategy under the guidance of the Director and oversees marketing implementation.
- Responsible for private event coordination, ensuring that renter expectations match the experience provided.
- Responsible for establishing and communicating work schedules to staff.
- Coordinates logistics with hired professional services, such as cleaning company.
- Oversees or delegates responsibilities of events and farmers markets.
- Responsible for sales of the space, ensuring rental income goals are met, and exploring potential funding opportunities through grants or community resources.
- Processes rental contracts to ensure all departments involved in the process are maintaining high quality customer interactions.
- Conduct market research for pricing updates.
- Responsible for invoicing and billing processes.
- Ensures Terra Square policies are consistent, communicated, and abided by.
- Manages co-working space to include maintaining security system and building access.
- Creates and organizes materials and record minutes for Advisory Board meetings.
- Manages project management software and trains staff.
- Represents Terra Square and the City of Hudsonville at various public functions.
- Other duties as assigned.

EDUCATION & EXPERIENCE

An employee in this class should have the equivalent of the following knowledge, training, and experience:

- Highly organized with strong attention to detail.
- Ability to lead a team of employees.
- Flexibility in hours available to work. (some evenings and weekends)
- Skill in establishing and maintaining effective relationships.
- Skill in operating personal computers and other office equipment.
- Skill in Microsoft Office Suite applications. Skill in Adobe Creative Suite preferred.
- Self-Motivated and driven to succeed.
- Excellent communication and conflict resolution skills. Must be able to communicate in a professional manner both orally and in writing.
- Skill in operating audio-visual equipment.
- Confidence serving as a representative of the City and enforcing building policies.
- Ability to follow verbal and written instructions.
- Comfortable interacting with a variety of individuals and personality types.
- Proven success in sales and marketing.
- Required training includes a 2- or 4-year degree in Hospitality, Agritourism, or Marketing or relative career experience. Experience in event coordination required.
- Valid State Driver's License or the ability to obtain one.

COMPENSATION & BENEFITS

- This is a non-exempt position with an hourly range of \$22.32 - \$27.55/hour based on education and experience.
- A generous benefits package that includes:
 - Medical – 82% employer paid
 - Dental – employer paid
 - Vision – employer paid
 - Life/Disability – employer paid
 - Flex Spending Accounts
 - Employee Assistance Program
- Defined Contribution Retirement Plan 401(a) with up to 11% employer contribution.
- Generous paid leave banks for Vacation, Holiday, Sick, and Personal time.
- Cell phone reimbursement.
- Access to City-owned gym, and other facility benefits.
- Participation in the City's Wellness program.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms; stand; walk; and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office and moderate in the field.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Director.

SUPERVISION RESPONSABILITIES

This position oversees a team of part-time employees.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.