**DOWNTOWN DUBLIN**

**MAIN STREET MANAGER**

**POSITION SUMMARY:**

Position requires an individual to have customer service skills, positive attitude, and a strong willingness to work. The Main Street Manager must plan and promote events, manage and program facilities, oversee DDA communications, and assist with day-to-day operations. The ideal candidate will have obtained at minimum a bachelor’s degree in business, marketing, or related field and have a strong background in public relations and marketing. He or she should be energetic, imaginative, well organized, and able to multi-task with minimal supervision. The position will require evening and weekend work.

**POSITION RESPONSIBILITIES:**

• Plan and staff downtown events including, but not limited to, the farmers market, First Friday, Pig in the Park BBQ Competition, Downtown Jingle & Mingle, New Year’s Eve Shamrock Drop, and other programming offered by the Downtown Development Authority.

• Create and manage website and social media content.

• Create advertisement and promotional flyers.

• Manage and program DDA facilities which include Market on Madison, Dublin Carnegie, Jackson Plaza, and Bicentennial Plaza.

• Complete administrative duties as needed.

**WORK CONTACTS:**

Contact with the Executive Director, board of directors, co-workers, customers and clients and building personnel.

**PHYSICAL EFFORT:**

This position requires stooping, lifting, substantial standing and walking.

**WORKING CONDITIONS:**

Works mainly with the general public and staff.

**MINIMUM REQUIREMENTS:**

• Basic working knowledge of facilities and events.

• Must be able to lift 40 pounds.

• Ability to follow directions and effectively perform the work.

• Positive attitude and neat appearance.