

**DUBLIN DOWNTOWN DEVELOPMENT AUTHORITY
PROGRAM ASSISTANT JOB DESCRIPTION**

DDA/Main Street Office

- Complete day-to-day office activities including processing ingoing/outgoing mail, answer calls, make appointments for Director, etc.
- Assist in all requests and activities asked of you by the Downtown Development Authority

Theatre Dublin

- Oversee the operation of concession stand at all performances and assist with employee scheduling, inventory orders, sales reports and cash management.
- Oversee the operation of Box Office including setting up ticketing, scheduling, and weekly sales reports
- Assist with booking Theatre including preparing and executing rental contracts, collecting payment, and confirming details about performances
- Answer inquiries about Theatre including phone calls and visits
- Keep up with Theatre marquee schedule

Farmers Market and Events

- Assist with managing farmers market including organizing weekly vendor list, answering inquiries, recruiting vendors, executing promotions and events, etc.
- Work at farmers market most Saturdays to open rest rooms, greet vendors and customers, and act as POC for Main Street
- Assist with booking, executing, and promoting First Friday each month

If interested, please send your resume to Tracie@dt dublin.com.