

## **First Fridays COORDINATOR**

Report to Fredericksburg VA Main Street's Executive Director

### **Duties & Responsibilities**

- Accountable for the entire life cycle from start to finish of each First Friday. Must be present at every First Friday.
- Provide leadership for the monthly First Fridays including overall coordination of the volunteers, buskers, and art activities at various locations.
- Lead the First Friday Committee and organize monthly meetings to prepare for events and execute long-term plans.
- Recruit ambassadors, volunteers, buskers and art activities.
- Work with the Fredericksburg VA Main Street's Marketing and Communication Lead in coordinating the marketing of First Fridays, including monthly updates to templates, and any print and digital media placement.
- Distribute promotional material for First Fridays.
- Coordinate with Executive Director to track income and expenditures for each First Friday.
- Manage the Designated Outdoor Refreshment Area (DORA) license and make sure patrons and restaurants are following DORA rules.
- Gathered qualitative and quantitative data from attendees which will be used for grant reporting, and other needs.
- Assist Executive Director in Sponsorship activities.
- Organized with good time management skills to manage multiple tasks, sometimes for multiple projects, at once
- Effective verbal and written communication skills
- Must be personable and represent the organization and event well with all stakeholders and attendees
- Great Problem-solving abilities to handle any challenges for the best results
- Ability to delegate tasks effectively with a high-quality outcome

Salary: \$25.80 an hour. \$800 monthly based on 31 hours/month  
Resumes can be emailed to [info@fredericksburgmainstreet.org](mailto:info@fredericksburgmainstreet.org) and are due by  
end of business on September 7.