

## **JOB DESCRIPTION**

### **POSITION: DIRECTOR OF MARKET STREET RESTORATION AGENCY**

#### **Principal Duty:**

To fulfill the purpose and mission of the Agency with emphasis on quality design and the preservation of historic architecture.

#### **Mission Statement:**

To beautify and vitalize the City of Corning through preservation, restoration, education and other programs.

Fulfillment of the purpose and mission includes responsibility of the following:

- Manage services and specific project goals set forth by Corning's Gaffer District Board of Directors utilizing the Preservation & Design Work Plan Group in cooperation with the Market Street Restoration Agency Board of Directors.
- Develop and maintain positive working relationships with building owners, merchants, and the city government.
- Collaborate with other organizations as needed.

Ongoing responsibilities:

- Provide free design consultation for business signs, buildings and color coordination with emphasis on exterior facades and the historical context of the district.
- Provide project management to include bidding and construction inspections.
- Assist in the preparation and tracking of annual budget items related to assigned work duties and projects.
- Promote awareness of Market Street Restoration Agency through marketing and education.
- Serve as technical advisor to City Design Review Committee.
- Provide Design review to other committees or projects as needed by the Gaffer District.
- Assist in the application, management and deployment of grants when appropriate.

Qualities / skills:

- Design ability (architectural design, familiarity with urban and landscape design, sensitivity to graphic design, etc.)
- Management skills to handle a range of project types, several small projects simultaneously while collaborating / assisting with master planning proposals.
- Historic preservation experience / credibility.
- Understanding of preservation incentives including re-hab tax-credits.
- Excellent public relations skills, public speaking skills, etc. Establishing and maintaining positive relationships with elected officials, merchants, property owners, business leaders, community members and other professionals is essential.
- The ability to work with and encourage business and building owners to utilize the resources of the Market Street Restoration Agency.
- The ability to develop and maintain ongoing relationships with the construction community to provide clients a choice of dependable contractor options.
- Desire and ability to recognize other architectural assets within the community.
- Involvement with marketing efforts and events planning.