collusion or fraud with any person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

i. By entering into this Contract, the Contractor certifies under the penalties of perjury, pursuant to M.G.L. c.62C, Section 49A(b), that it has complied with all laws of the Commonwealth relating to taxes, to reporting of employees and contractors, and to withholding and remitting child support.

j. The Contractor understands that the Massachusetts Conflict of Interest Law, Chapter 268A of the Massachusetts General Laws, applies to the Contractor with respect to the services required to be provided under this Contract. The Contractor and its officers, employees, agents, subcontractors and affiliated agencies shall not participate in any activity which constitutes a violation of the Massachusetts Conflict of Interest Law or which creates an appearance of a violation of the Massachusetts Conflict of Interest Law.

k. Prevailing wage rates, as contained in the Proposal documents, shall be paid, pursuant to M.G.L. c.149, §§26-27G, if they are applicable.

l. The Contractor shall not discriminate against or exclude any person from participation herein on grounds of race, color, religious creed, national origin, sex, gender identity, sexual orientation (which shall not include persons whose sexual orientation involves minor children as the sex object), age, genetic information, ancestry, children, marital status, veteran status or membership in the armed services, the receiving of public assistance, and handicap. The previous sentence shall include, but not be limited to, the following: advertising, recruitment; hiring; rates of pay or other forms of compensation; terms; conditions or privileges of employment; employment upgrading; transfer; demotion; layoff; and termination. The Contractor shall take affirmative actions to insure that applicants are employed, and that employees are treated during their employment, without regard to race, color, religious creed, national origin, sex, gender identity, sexual orientation (which shall not include persons whose sexual orientation involves minor children as the sex object), age, genetic information, ancestry, children, marital status, veteran status or membership in the armed services, the receiving of public assistance, and handicap.

m. **To the extent that any of the foregoing sections required by Massachusetts law are inconsistent with other, non-statutory sections in this agreement, any statutorily-mandated provisions contained**

herein shall control.

n. The Contractor shall not assign or subcontract in whole or in part this Contract or in any way transfer any interest in this Contract without the prior express written approval of the Town.

o. The Contractor shall not assign any money due or to become due to the Contractor unless the Town of Natick shall have received prior written notice of such assignment. No such assignment shall relieve the Contractor of its obligations under this Contract.

p. This Contract may be amended only by written consent of the parties.

q. This Contract constitutes the entire agreement of the parties and any other agreement, written or oral, that may exist is excluded from this Contract. When executed, this Contract supersedes any other agreement of any of the parties in connection with the transaction contemplated.

r. The parties agree that the traditional canon of contract interpretation, resolving ambiguities against the drafter of the particular instrument, shall not be employed in construing provisions of this Contract.

s. If any provision, or portion thereof, of this Contract shall be adjudged to be invalid or unenforceable by final judgment or order of a court of competent jurisdiction the remaining provisions shall continue in effect to the extent permitted by law.

t. The provisions of this Contract shall be binding upon and shall inure to the benefit of the heirs, assigns and successors in interest of the parties.

u. This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts, regardless of choice of law issues or principles.

v. This Contract is executed in triplicate as a sealed instrument.

(The remainder of this page is left blank.)

Town of Natick, Massachusetts
Contract for Consulting Services for the Promotion of the Natick Center Cultural District in the Town of Natick

The Town of Natick, Massachusetts

by: the Natick Select Board

_____
Karen Adelman-Foster., Chair

_____
Richard P. Jennett, Jr., Vice Chair

_____
Michael J. Hickey, Jr., Clerk

_____
Paul R. Joseph

_____
Susan G. Salamoff

Dated: _____

_____
Printed Name of Contractor

by:

_____
Signature

_____
Printed Name

_____
Printed Title

Dated: _____

APPROVED AS TO AVAILABILITY OF APPROPRIATION:

This is to certify that an appropriation in the amount of this Contract is available therefor, and that the Natick Select Board is authorized to execute this Contract and to approve all requisitions and execute change orders.

_____ Dated: _____
Michelle Laramee
Comptroller, Town of Natick

APPROVED AS TO FORM ONLY, AND NOT AS TO SUBSTANCE:

_____ Dated: _____
Karis L. North, Esq.
Office of the Town Counsel

\

Town of Natick, Massachusetts
Contract for Consulting Services for the Promotion of the Natick Center Cultural District in the Town of Natick

CERTIFICATE OF VOTE

I, _____, hereby certify
(Clerk/Secretary)

that I am the duly qualified and acting _____of
_____ (Title)
(Corporation Name)

and I further certify that at a meeting of the Directors of said Corporation duly called and held on _____ 20 ___, at which meeting all Directors were present and voting, the following vote was unanimously passed:

VOTED: To authorize and empower either
_____, _____;
(Name) (Title)
_____, _____; or
(Name) (Title)
_____, _____
(Name) (Title),

any one acting singly, to execute all contracts and bonds on behalf of the Corporation.

I, further certify that the above vote is still in effect on this the ____ day of _____ , 20___ and has not been changed or modified in any respect.

_____
Signature

_____
Printed Name

_____
Printed Title

The certification contained here above shall be executed by CONTRACTOR or copy of current "certification of authority to sign for the Corporation" shall be attached.)

\

ATTACHMENT I

NATICEN-01 JLEHMANN

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 4/5/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Provider Group
Fair & Yeager
10 Main Street
Natick, MA 01760

CONTACT NAME:
PHONE (A/C, No, Ext): (508) 653-3131 FAX (A/C, No): (508) 651-0129
E-MAIL ADDRESS: fyi@fyins.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Phoenix Insurance Company	25623
INSURER B : Travelers Property Casualty Company of America	25674
INSURER C : Travelers Casualty & Surety Company	19038
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Natick Center Associates Inc.
8 Court Street
Natick, MA 01760

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR	X		680525W547A	4/6/2022	4/6/2023	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO			680525W547A	4/6/2022	4/6/2023	BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	$ 1,000,000
	EXCESS LIAB CLAIMS-MADE			CUP3H785769	4/6/2022	4/6/2023	AGGREGATE	$ 1,000,000
	DED X RETENTION $ 5,000							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N	N / A		UB5J93249A	10/13/2021	10/13/2022	E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Subject to policy terms, forms, and conditions.

Town of Natick is named as Additional Insured per written contract on the General Liability policy for the operations performed on their behalf by the named insured.

CERTIFICATE HOLDER

Town of Natick
13 East Central Street
Natick, MA 01760

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
William M Darcey

© 1988-2015 ACORD CORPORATION. All rights reserved.
The ACORD name and logo are registered marks of ACORD

Identity of the individual, partnership, or corporation applying for contract award and credentials of the personnel.

Corporation Applying for Contract:

Natick Center Associates, Inc.
8 Court Street
Natick, MA 01760
508-650-8848

Officers of Corporation:

Arthur B. Fair III (Executive Committee)
President
Fair & Yeager Insurance Agency

Virginia McEachern (Executive Committee)
Vice-President
Five Crows Gallery & Handcrafted Gifts, Studios @ 3 Adams St.

Greg Kennedy (Executive Committee)
Treasurer
MutualOne Bank, Sr. VP of Retail Banking

Steve Levinsky (Executive Committee)
Clerk
Studios @ 3 Adams St.

Executive Committee:

Arthur B. Fair III (Executive Committee)
President
Fair & Yeager Insurance Agency

Virginia McEachern (Executive Committee)
Vice-President
Five Crows Gallery & Handcrafted Gifts, Studios @ 3 Adams St.

Greg Kennedy (Executive Committee)
Treasurer
MutualOne Bank

Steve Levinsky (Executive Committee)

Clerk
Studios @ 3 Adams St.

Donna Donovan (Executive Committee only)
Town Liaison
Executive Assistant to Town Administrator

Board of Directors:

The Natick Center Associates Board of Directors oversees the governance of the Natick Center Cultural District, and is comprised of a dedicated group of business professionals and community leaders.

Arthur B. Fair III (Executive Committee)
President
Fair & Yeager Insurance Agency

Virginia McEachern (Executive Committee)
Vice-President
Five Crows Gallery & Handcrafted Gifts, Studios @ 3 Adams St.

Greg Kennedy (Executive Committee)
Treasurer
MutualOne Bank, Sr. VP of Retail Banking

Steve Levinsky (Executive Committee)
Clerk
Studios @ 3 Adams St.

Donna Donovan (Executive Committee Only)
Town Liaison
Executive Assistant to Town Administrator

Kristin Sundin Brandt
Director
Sundin Marketing

Steve J. Brayman
Director
Fitness Distributors

Swati Dave
Director
Natick Cultural Council

Amanda Loomis
Director
Natick Director - Community & Economic Development

David Lavalley
Director
The Center for Arts in Natick

Mike McAuliffe
Director
Middlesex Savings Bank

Karen Partanen
Director
Natick Recreation and Parks Dept.

Betty C. Scott
Director
The Frame Shop & Gallery

Avigail Shimshoni
Director
Natick Design Review Board

Gary Stucchi
Director
Stucchi Jewelers

*Select Board Member Liaison, Paul Joseph

Staff (individuals performing work with volunteers):

- Athena Pandolf – Executive Director
  8 Court Street
  Natick, MA 01760
  (508) 650-8848
  Cell Number: (508) 333-5609

Resumes and Job Descriptions of the staff are attached.

Supervision:

The Executive Director reports to the Executive Committee of the Board of Directors. The NCCD Business Liaison, Event support, Bookkeeper and Farmers Market Manager are all sub-contractor(s) and report to the Executive Director. The Executive Committee meets generally once a month. The Board of Directors meets generally once a month. On a weekly basis between the Executive Committee and Board of Director's meetings, the President provides supervision. Expenditures are approved by the President and Treasurer under authority granted by the Executive Committee to the Executive Director. The Board of Trustees has granted this authority to the Executive Committee and the President and Treasurer and Executive Director.

Sub-Contractor's under the Supervision of the Executive Director:

- Katie Love, NCCD Business Liaison
- Deb Sayre, Farmers Market Manager, is subcontracted to operate the Farmers Market.
- Ann Marie La Brache, Bookkeeper.
- Brooke Jackson, Event Support Position
- No other subcontractors are contemplated at the time of this proposal.
- Natick Center Associates reserves the right to hire or contract additional individuals, if necessary, to carry out, in good faith, the services proposed.

Sample work products for each staff member are attached.

Job Description
Natick Center Cultural District / Natick Center Associates
Executive Director

The Natick Center Cultural District Executive Director represents and champions the organization to all constituencies and is an integral asset for Natick and the MetroWest community.

The Executive Director is responsible for the management and day-to-day operations of NCCD and Natick Center Associates, Inc.. He/she has the authority to carry out these responsibilities in accordance with the direction, goals and policies established by the Natick Center Associates Executive Committee and Board of Directors. The Executive Director is primarily responsible for the organization's consistent achievement of its mission, marketing and financial objectives ensuring that the NCCD makes consistent and timely progress towards its strategic goals.

More specifically, the Executive Director of the Natick Center Cultural District provides vision, advocacy and leadership to ensure that the NCCD focuses on stimulating the economic and cultural life locally and regionally through development and promotion of the District.

In marketing and program management, the Executive Director will be responsible for developing and maintaining the District's brand; creating and executing a marketing and promotion strategy; reaching out to and coordinating with local and regional organizations; collecting and maintaining an inventory of programming, activities and community resources; creating; and developing original programs and activities as appropriate. The Executive Director will be responsible for planning, organizing and executing programming for NCA such as the Annual Fundraiser, ArtWeek Events, Natick Nights, Multicultural Day, PorchFest, Spooktacular, Small Business Saturday, Holiday Stroll and Holiday Lighting on the Common.

The Executive Director is responsible for securing funding to provide the necessary

resources to ensure the organization is sustainable. In this regard, the Executive Director will work with businesses, corporations, foundations and governmental bodies to provide grants and funding. Day-to-day funding duties include the development, implementation and overseeing of a funding strategy. The Executive Director will also be responsible for procuring necessary monies for the District to meet goals; fostering and maintaining relationships with business and corporate donors; identifying and pursuing foundation and government support; and creating or identifying revenue generating programs and events.

In planning and management, the Executive Director will be responsible for creating budgets and exercising fiscal responsibility for NCCD/NCA; coordinating with government entities to create and implement plans for public improvements; coordinating with organizations to create long term marketing and operational plans; facilitating discussions to identify district operational issues in the areas of transportation, parking and public safety; identifying, implementing and communicating operational solutions to stakeholders and interested parties; facilitating monthly governance committee meetings; preparing monthly reports for the Board, quarterly reports to Natick Center Associates and the Natick Town Administrator and NCCD stakeholders. In the Human Resources arena, the Executive Director will manage the recruitment, employment and deployment of any/all resources, both paid and volunteers; ensure appropriate staff is in place to carry out the day-to-day activities of the organization. Make appropriate changes to job descriptions or staff as needed; effectively manage the human resources of the organization according to current laws and regulations; and ensure that job descriptions are developed, regular performance evaluations are conducted, and that sound human resource practices are followed; and manage and motivate NCCD staff and volunteers thorough enhancement of responsibilities and guidance as needed.

Externally, the Executive Director will foster and maintain positive collaborative working relationships with all District stakeholders; foster and maintain relationships with media representatives (print, radio, television and Internet); maintain relationships with

elected and appointed officials at various levels of government (city, state and federal); prepare and deliver Cultural District presentations to professional, civic, educational and social organizations; and serve as the public "face" and "voice" of the Natick Center Cultural District.

The Executive Director must have an aptitude for and experience with marketing and promotion. The successful candidate will be a relationship builder with excellent interpersonal and organizational planning skills in order to work effectively with Board members, NCA members, volunteers, elected and appointed officials at various levels of government (city, state and federal) in meeting the needs of the Natick Center Cultural District and its stakeholders. Comfort with technology and social media is essential.

A degree in Marketing, Event Planning or Business is preferred.

Job Description
Natick Center Cultural District / Natick Center Associates
Natick Business Liaison Responsibilities

Responsibilities

- Support Executive Director and Board in organizing various projects and promotions.
- Providing a key role in maintaining positive relationships with our members and community partners.
- Support the members with growing their business and providing one-on-one meetings to determine their needs.
- Communicate directly with NCCD members to support their business or marketing needs and deliver promotional materials to members.
- Work towards increasing membership and growing membership base.
- Facilitating member meetings and communication about grants and town information with the members.

Job Description
Natick Center Cultural District / Natick Center Associates
Farmers Market Manager

Responsibilities:

Specific responsibilities will be determined by the needs of the customers, our partners and the vendors at the market. Generally, the Market Manager is responsible for the following activities:

MARKET OPERATIONS

- Arrives at market 1 hour before opening to coordinate market set-up and stays at market until all vendors have left (usually no more than 1 hour after market closing).
- Sets up Farmers Market table.
- Places directional signs promoting the market around the community at key locations prior to opening on each market day, and removes those signs at the close of market.
- Coordinates vendor parking and set-up, ensuring vendors are in the correct space.
- Staffs the Farmers Market table providing information to customers and vendors.

GENERAL MARKET SUPPORT

- Develops and maintains good working relationships with Natick Center Cultural District staff, vendors, customers and community members.
- Assists vendors, community representatives and customers by providing market-related information, conflict resolution and general aid as appropriate.
- Enforces market rules.
- Occasionally assist vendors by providing limited set up help and brief personal breaks and by assisting vendors with sales during especially busy times.

OUTREACH AND MARKETING

- Works with the Natick Center Cultural District and our partners to promote the market through social media, contributing to weekly email newsletters and promotion throughout the community.
- Educates customers about the Farmers Market mission and the NCCD.
- Assists with the development and coordination of special events – including educational programming, festivals, fundraisers and musical performances.

Job Description
Natick Center Cultural District / Natick Center Associates
Bookkeeper

Responsibilities

- Works directly with the Executive Director and the NCCD/NCA treasurer to assist in billing, banking and accounting and bookkeeping activities.
- Invoicing members and making deposits for NCA, Natick Days, NAOS and Earth Day events.
- Recording day to day financial transactions and completing the posting process
- Accounts receivable and invoicing
- Data entry, managing Farmers Market deposits, collecting transactions, tracking debits and maintaining and monitoring financial records, and invoices.

Job Description
Natick Center Cultural District / Natick Center Associates
Event Support

Responsibilities

- Support Executive Director and Board in organizing and creating the NCCD event schedule along with the Programming & Events Committee.
- Update spreadsheets, databases and inventories for events.
- Assist in the organizing of promotional events and traditional or digital campaigns and attend them to facilitate their success.
- Present at most events during the year assisting with coordination, set up and clean up.
- Providing good customer relations with NCCD members and community partners as it relates to their involvement during an event.

Sample Work Product
Executive Director

The Executive Director is charged with creating the programming for Holi Festival, Art in Bloom, Natick Nights and PorchFest as well as a yearly schedule of events and list of shops for the Natick Center Cultural District Welcome brochures.

Attached are the promotional flyers for:

Holi Festival
Art in Bloom
Natick Nights
PorchFest
Yearly Schedule of Events 2022
Shopping Template

Holi Festival

May 21, 2-4:00 pm

(Raindate 5/22 2-4:00 pm)

***Celebrate** the spirit of multi-culturalism of our town with Holi!*

Holi (/holi/;Sanskrit: होली Holi) is a spring festival celebrated in the Indian subcontinent, also known as the "festival of colors" or the "festival of love".

There will be eco-friendly dry powdered color available for all, Bollywood music with a DJ, and delicious Indian food for purchase. This is a free event, with the exception of the food. The Morse Institute Library will partner with us to provide activities on the library lawn.

Location: Middlesex Savings Bank Parking Lot Rt. 135 & Washington St.

Mass Cultural Council

MORSE INSTITUTE LIBRARY Natick's Community Library

natick center cultural district

KINDNESS CONNECTS SPARK US

THE NATICK GARDEN CLUB, NATICK ART ASSOCIATION &
THE NATICK CENTER CULTURAL DISTRICT

PRESENT

NATICK'S
ART IN BLOOM

MAY 14TH 11:00am – 3:30pm

MAY 15TH 1:00am – 3:30pm

Interpretive floral arrangements
inspired from artwork by the
Natick Art Association

Morse Institute Library
in the Lebowitz Hall, lower level

Mass Cultural Council

NAA
Natick Art Association

Natick Nights!

June 10 from 5-7:30 pm
in Natick Center!

1. **Chris Wagner at Moran Park!** He will be performing an outdoor solo-acoustic show at Moran Park from 5:30 pm - 7:30 pm.

2. **Kona Ice** - Get your cool treat of shaved ice at Kona Ice only during Natick Nights in front of **MutualOne Bank** who will be there with giveaways!

3. **Natick Vintage Camera Museum** - Visit this museum dedicated to the art, industry & mechanics of the pre-digital world of photography & projection from 5:30-9 pm.

4. **Walnut Hill School** - Drop in and see Walnut Hill School Community Dance Academy students in class and rehearsing selections from The Sleeping Beauty: 5:30 -7:30 pm.

5. **Five Crows Gallery & Handcrafted Gifts** Featuring 20% Off pottery by Alison Mawrey.

6. **Baylee Bee** - Visit during Natick Nights & receive 15% off your purchase.

7. **Lolas Special** - Shaved steak, American cheese, fried cheese curds, brown gravy, bacon & caramelized onion on a sub roll & Heath Bar cannoli!

8. **Paper Fiesta** - Offering 20% off 1000 piece puzzles and will be open until 6:30!

9. **Clip & Dip** - Offering FREE brushing classes please call to make an appointment and get more details at (508) 653-7425.

10. **Arthur Murray Dancing** - "Swing into the Summer" 7:30 to 8:30 pm, music and dancing, mini lesson at 7:45 pm, dance performances and more dancing to follow.

On the Common

11. **JoAnimals Fun Fitness on the Run/Gravoxy** - is on the common from 5:00-6:30 pm! Let's get playful, get outside and get active with the whole family!

12. **Studio Ronin's Silent Disco Yoga** - Try something a little out of the box with their signature Free Flow style Vinyasa! Sign up for classes **HERE** or search for Studio Ronin Yoga on your Mindbody app, or head to www.studioroninyoga.com and book from our website! Classes by donation, must preregister for headphones count!

13. **New England Sci Tech** - Stop by the New England Sci-Tech table for some interactive STEM activities for all ages! 5:00 to 7:30 pm

Family Night

Visit us at Natickcenter.org

14. **Villari's Martial Arts** - Character building Martial Arts. Breaking Boards for fun and focus, Ninja Star throwing, (Suction cups) and obstacle course.

15. **Sally Cragin - FLOWER POWER HOUR!** Make Giant Flowers out of paper and recycled materials! Also giant paper hats - just like the Madhattter!

16. **Family Promise** - Join Family Promise & decorate Houses for Change. Children can take the boxes home & fill them with change to be donated back to Family Promise to help families facing homelessness.

17. **Power Construction** - Visit to learn more about their company with free balloons!

18. **Uni-T**- will be offering 10% OFF non-clothing items during Natick Nights.

19. **Elder Well Adult Day Program** - hosts live music band playing "Golden Oldies Greatest Hits" from 6-7:30pm. Bring your parents or grandparents & enjoy the music of their yesteryears!

Library Lawn

20. **Obstacle Fitness** - brings an obstacle course to your kids party, family gathering or corporate event. Come by the library lawn to test out the mini course! From 5-7:30 pm.

21. **Friends of the Morse Institute Library** - pop-up book sale (carts of fiction/mystery/kids and tweens books/DVDs) on the library lawn. 5- 6:45 pm

22. **Wellesley School of Music** - Enjoy the music and learn more about the school from 5 - 7:30 pm.

Natick PorchFest

SEPTEMBER 25
2:00 - 6:00 PM

Rain Date September 26th 2-6:00 pm

Visit natickporchfest.org locations and details!

Special Concert by Los Goutos 6-7:00 pm behind Music Go Round on the 25th 810 Worcester St.!

Concert 6-7:00 pm at Music Go Round!

Email Natickporchfest@gmail.com to perform or be a Porch Host!

PORCHFEST SPONSORED BY MUSIC GO ROUND

Events

Event Highlights
2022

JANUARY – MAY 7: SATURDAYS
Natick Farmer's Market
Common Street Spiritual Center: Every Saturday
9am – 1pm

MARCH 8
W.E. (Women's Entrepreneur) Virtual Event
10:00 am virtual- check www.natickcenter.org for details)

APRIL 18
Boston Marathon
Route 135 through Natick Center

APRIL 30 - MAY 1
Earth Day All Around Natick
www.EcoNatick.org

MAY 7 – SEPTEMBER 24
Farmers Market
Natick Common 9-1:00 pm

MAY 21
Holi Festival – 2:00 am – 4:00 pm

JUNE 2 – JULY 28: EVERY THURSDAY
Natick Nights - Natick Center: 5 – 7:30 pm

JUNE 12
Art in the Park
Shaw Park, S. Natick 10:00 – 3:00 pm

Continued on Reverse
Times and Locations subject to change

Visit **www.NatickCenter.org**
for a full schedule of
upcoming events

natick center
cultural district

Events

Event Highlights
2022

JANUARY – MAY 7: SATURDAYS
Natick Farmer's Market
Common Street Spiritual Center: Every Saturday
9am – 1pm

MARCH 8
W.E. (Women's Entrepreneur) Virtual Event
10:00 am virtual- check www.natickcenter.org for details)

APRIL 18
Boston Marathon
Route 135 through Natick Center

APRIL 30 - MAY 1
Earth Day All Around Natick
www.EcoNatick.org

MAY 7 – SEPTEMBER 24
Farmers Market
Natick Common 9-1:00 pm

MAY 21
Holi Festival – 2:00 am – 4:00 pm

JUNE 2 – JULY 28: EVERY THURSDAY
Natick Nights - Natick Center: 5 – 7:30 pm

JUNE 12
Art in the Park
Shaw Park, S. Natick 10:00 – 3:00 pm

Continued on Reverse
Times and Locations subject to change

Visit **www.NatickCenter.org**
for a full schedule of
upcoming events

natick center
cultural district

Events

Event Highlights
2022

JANUARY – MAY 7: SATURDAYS
Natick Farmer's Market
Common Street Spiritual Center: Every Saturday
9am – 1pm

MARCH 8
W.E. (Women's Entrepreneur) Virtual Event
10:00 am virtual- check www.natickcenter.org for detail

APRIL 18
Boston Marathon
Route 135 through Natick Center

APRIL 30 - MAY 1
Earth Day All Around Natick
www.EcoNatick.org

MAY 7 – SEPTEMBER 24
Farmers Market
Natick Common 9-1:00 pm

MAY 21
Holi Festival – 2:00 am – 4:00 pm

JUNE 2 – JULY 28: EVERY THURSDAY
Natick Nights - Natick Center: 5 – 7:30 pm

JUNE 12
Art in the Park
Shaw Park, S. Natick 10:00 – 3:00 pm

Continued on Reverse
Times and Locations subject to change

Visit **www.NatickCenter.org**
for a full schedule of
upcoming events

natick center
cultural district

Event Highlights
2022

JULY 8 – AUGUST 12
Family Performing Arts Series
Natick Common - 6:30 pm to 8pm

JULY 21
Art Walk
Natick Center from 5:00 – 7:30 pm

AUGUST 27
Multicultural Day
Natick Common - 10:00 – 2:00 pm

SEPTEMBER 10
Natick Days - Natick Common - 10:00 - 3:00 pm

SEPT 11
Art in the Park
Shaw Park, S. Natick 10:00 – 3:00 pm

SEPTEMBER 24
PorchFest – www.natickporchfest.org
Natick Center - 2:00 - 6:00 pm

NOVEMBER & DECEMBER
Farmers Market
Inside: Common Street Spiritual Center
9:00 - 1:00pm

OCTOBER 15 & 16
Natick Artists Open Studios
Natick Center 11:00 am to 5:00pm

OCTOBER 29
Spooktacular
Natick Common from 12:00 to 2:00pm

NOVEMBER 29
Holiday Lighting on the Common
Natick Common from 2:30 - 5:00 pm

DECEMBER 17
Holiday Stroll
In Natick Center 3:00 – 6:00 pm

Event Highlights
2022

JULY 8 – AUGUST 12
Family Performing Arts Series
Natick Common - 6:30 pm to 8pm

JULY 21
Art Walk
Natick Center from 5:00 – 7:30 pm

AUGUST 27
Multicultural Day
Natick Common - 10:00 – 2:00 pm

SEPTEMBER 10
Natick Days - Natick Common - 10:00 - 3:00 pm

SEPT 11
Art in the Park
Shaw Park, S. Natick 10:00 – 3:00 pm

SEPTEMBER 24
PorchFest – www.natickporchfest.org
Natick Center - 2:00 - 6:00 pm

NOVEMBER & DECEMBER
Farmers Market
Inside: Common Street Spiritual Center
9:00 - 1:00pm

OCTOBER 15 & 16
Natick Artists Open Studios
Natick Center 11:00 am to 5:00pm

OCTOBER 29
Spooktacular
Natick Common from 12:00 to 2:00pm

NOVEMBER 29
Holiday Lighting on the Common
Natick Common from 2:30 - 5:00 pm

DECEMBER 17
Holiday Stroll
In Natick Center 3:00 – 6:00 pm

Event Highlights
2022

JULY 8 – AUGUST 12
Family Performing Arts Series
Natick Common - 6:30 pm to 8pm

JULY 21
Art Walk
Natick Center from 5:00 – 7:30 pm

AUGUST 27
Multicultural Day
Natick Common - 10:00 – 2:00 pm

SEPTEMBER 10
Natick Days - Natick Common - 10:00 - 3:00 pm

SEPT 11
Art in the Park
Shaw Park, S. Natick 10:00 – 3:00 pm

SEPTEMBER 24
PorchFest – www.natickporchfest.org
Natick Center - 2:00 - 6:00 pm

NOVEMBER & DECEMBER
Farmers Market
Inside: Common Street Spiritual Center
9:00 - 1:00pm

OCTOBER 15 & 16
Natick Artists Open Studios
Natick Center 11:00 am to 5:00pm

OCTOBER 29
Spooktacular
Natick Common from 12:00 to 2:00pm

NOVEMBER 29
Holiday Lighting on the Common
Natick Common from 2:30 - 5:00 pm

DECEMBER 17
Holiday Stroll
In Natick Center 3:00 – 6:00 pm

Shopping

CLOTHING, JEWELRY & GIFTS

Enjoy shopping local with Natick Center Cultural District's vast array of shops that bring character to our town.

Bacon Street Farm (Tilly & Salvy's)
100 Bacon Street

Baylee Bee
19 Main Street

Bruno's Barber Shop
17 Pond Street

C & T Design
13 West Central St.

Calliope Paperie
29 Main Street

Clip & Dip – Pet Grooming
19 Pond Street

Cobbler Shop West
23 Pond Street

D'Arcy Wellness Center + Spa
63 S. Main Street

Debsan – The Decorating Store
23 Main Street

Dion's Fine Wine, Spirits, Craft Beer
2 South Avenue

Continued on reverse

Visit **NatickCenter.org** for an up-to-date list of shopping options.

natick center cultural district

Shopping

CLOTHING, JEWELRY & GIFTS

Enjoy shopping local with Natick Center Cultural District's vast array of shops that bring character to our town.

Bacon Street Farm (Tilly & Salvy's)
100 Bacon Street

Baylee Bee
19 Main Street

Bruno's Barber Shop
17 Pond Street

C & T Design
13 West Central St.

Calliope Paperie
29 Main Street

Clip & Dip – Pet Grooming
19 Pond Street

Cobbler Shop West
23 Pond Street

D'Arcy Wellness Center + Spa
63 S. Main Street

Debsan – The Decorating Store
23 Main Street

Dion's Fine Wine, Spirits, Craft Beer
2 South Avenue

Continued on reverse

Visit **NatickCenter.org** for an up-to-date list of shopping options.

natick center cultural district

Shopping

CLOTHING, JEWELRY & GIFTS

Enjoy shopping local with Natick Center Cultural District's vast array of shops that bring character to our town.

Bacon Street Farm (Tilly & Salvy's)
100 Bacon Street

Baylee Bee
19 Main Street

Bruno's Barber Shop
17 Pond Street

C & T Design
13 West Central St.

Calliope Paperie
29 Main Street

Clip & Dip – Pet Grooming
19 Pond Street

Cobbler Shop West
23 Pond Street

D'Arcy Wellness Center + Spa
63 S. Main Street

Debsan – The Decorating Store
23 Main Street

Dion's Fine Wine, Spirits, Craft Beer
2 South Avenue

Continued on reverse

Visit **NatickCenter.org** for an up-to-date list of shopping options.

natick center cultural district

CLOTHING, JEWELRY & GIFTS

Enjoy shopping local with Natick Center Cultural District's vast array of shops that bring character to our town.

Five Crows Gallery and Handcrafted Gifts
41 Main Street

The Frame Shop & Gallery
5 Main Street

H. Brandt Jewelers
31 Main Street

Heads Up Hair Salon
11 Main Street

Le Belle Day Spa
26 Main Street

Listen Up! Music Store
1 South Avenue

Metro Pets - Pet Grooming
28 Washington Street

Optica
23 S. Main St.

Paper Fiesta
1 Main Street

Strike Up the Band Music Store
5 Washington Street

Stucchi Jewelers
3 Main Street

Studios at 3 Adams Street
3 Adams Street

Studios at 43 Main Street
43 Main Street

Uni-T – Artisan t-shirts
8 Court Street

CLOTHING, JEWELRY & GIFTS

Enjoy shopping local with Natick Center Cultural District's vast array of shops that bring character to our town.

Five Crows Gallery and Handcrafted Gifts
41 Main Street

The Frame Shop & Gallery
5 Main Street

H. Brandt Jewelers
31 Main Street

Heads Up Hair Salon
11 Main Street

Le Belle Day Spa
26 Main Street

Listen Up! Music Store
1 South Avenue

Metro Pets - Pet Grooming
28 Washington Street

Optica
23 S. Main St.

Paper Fiesta
1 Main Street

Strike Up the Band Music Store
5 Washington Street

Stucchi Jewelers
3 Main Street

Studios at 3 Adams Street
3 Adams Street

Studios at 43 Main Street
43 Main Street

Uni-T – Artisan t-shirts
8 Court Street

CLOTHING, JEWELRY & GIFTS

Enjoy shopping local with Natick Center Cultural District's vast array of shops that bring character to our town.

Five Crows Gallery and Handcrafted Gifts
41 Main Street

The Frame Shop & Gallery
5 Main Street

H. Brandt Jewelers
31 Main Street

Heads Up Hair Salon
11 Main Street

Le Belle Day Spa
26 Main Street

Listen Up! Music Store
1 South Avenue

Metro Pets - Pet Grooming
28 Washington Street

Optica
23 S. Main St.

Paper Fiesta
1 Main Street

Strike Up the Band Music Store
5 Washington Street

Stucchi Jewelers
3 Main Street

Studios at 3 Adams Street
3 Adams Street

Studios at 43 Main Street
43 Main Street

Uni-T – Artisan t-shirts
8 Court Street

Sample Work Product
NCCD Business Liaison

This position is new as of February 2022, so Katie Love has been working on touching base with all of our current members, helping with member calls, communication and organizing our first in-person member meeting since 2020.

Sample PowerPoint presentation from her presentation at the March 2022 W.E. Love Natick Women Entrepreneurs event is attached.

Sample email example:

Hi Phil -

My name is Katie Love, and I recently began working with the Natick Center Cultural District as a Business Liaison. I called and spoke to Vick yesterday and introduced myself but wanted to follow up with an email with my contact information and to say hello. My role is to help support our businesses in Natick - anything I can do to help you - event ideas, etc - please let me know. I know you were an incredible supporter of Porchfest last year and we truly value your commitment to the community. I would love to stop in and say hello in person when you have time. Let me know when you might be around.

Thanks,
Katie

--

Katie Love

katie@natickcenter.org

Natick Center Cultural District
www.NatickCenter.org

WE ♥ Natick

(Women Entrepreneurs)

COLLABORATION

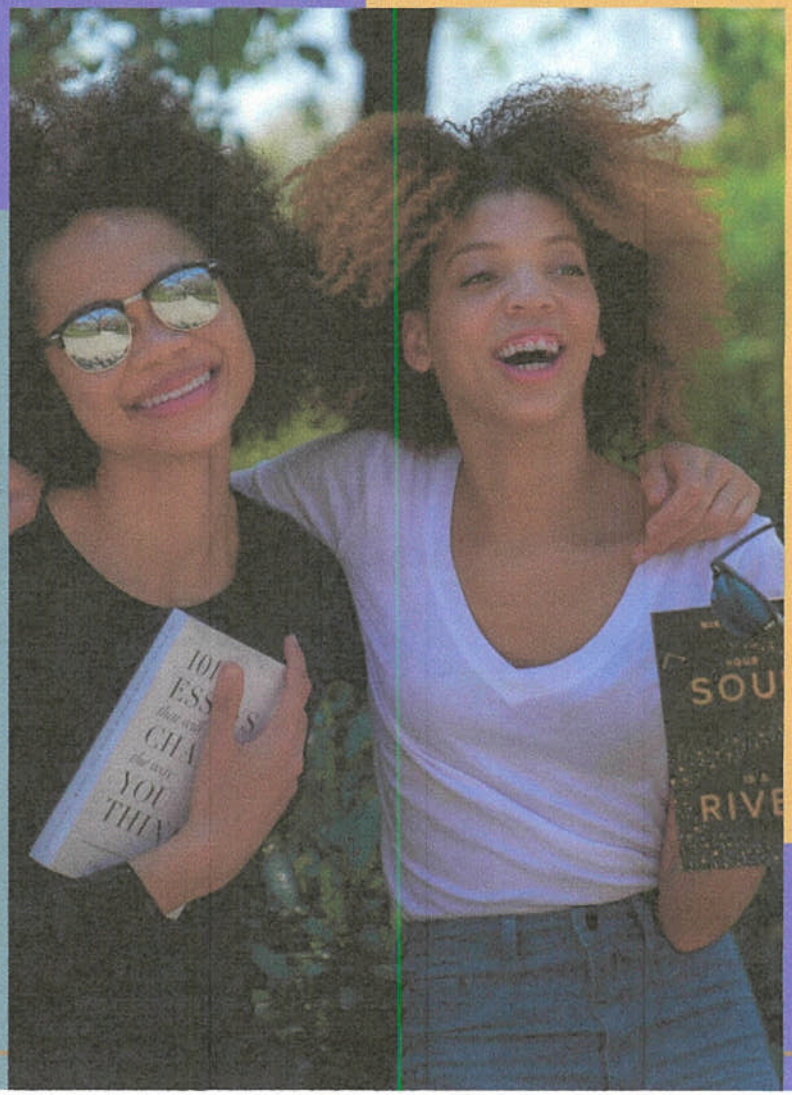
KATIE LOVE
NCCD - NATICK CENTER BUSINESS LIAISON
KATIE@NATICKCENTER.ORG

col·lab·o·ra·tion

the action of working with someone to produce or create something.

FIND SOMEONE TO COMPLIMENT YOUR SKILLS

- You get the best of me when …..
- You get the worst of me when …..
- You can count on me to …..
- This is what I need from you ……



WHAT ARE YOUR STRENGTHS?

The heart of collaboration is because I can't be everything to everyone else, I need partners who supplement those things that get in my way.

Dr. Rachel Maglinger, Psychologist and Senior Analyst at Gallup

WHAT HOLDS US BACK?

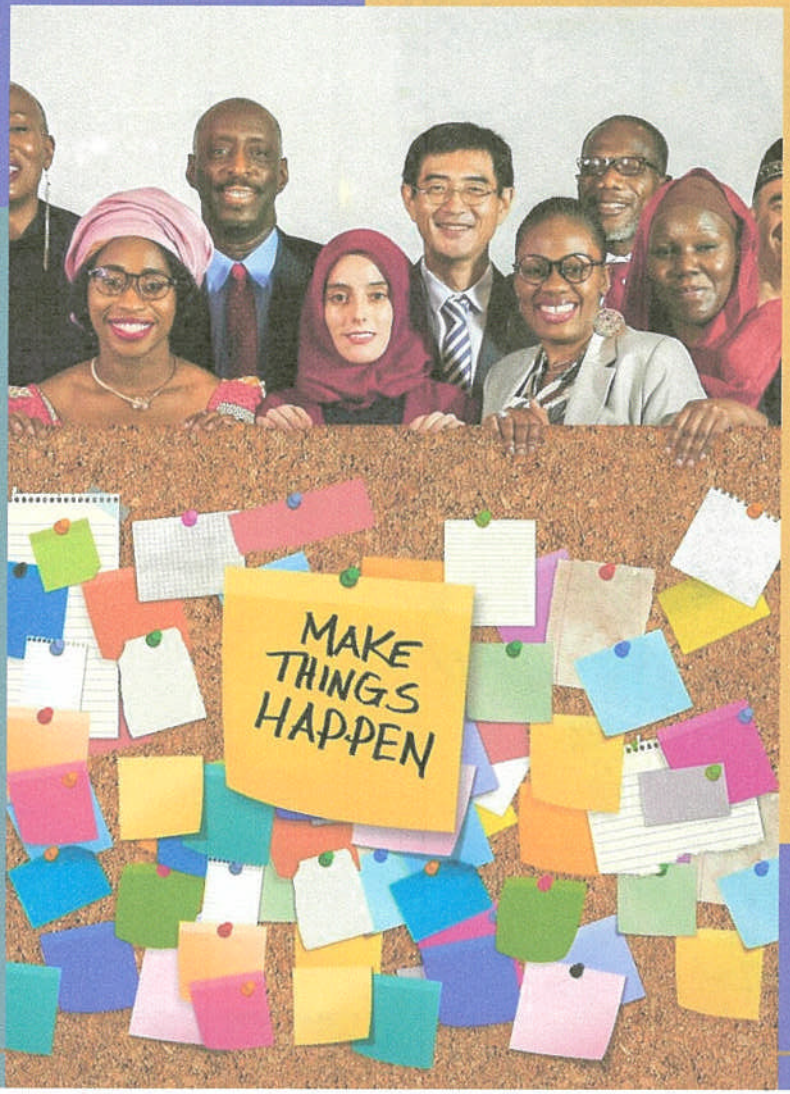
PART OF LEARNING IS FAILURE

WHAT'S WORKED IN THE PAST?

NEW IDEAS

"Insanity is doing the same thing over and over and expecting different results."

Albert Einstein



Natick Center Cultural District

www.natickcenter.org

Sample Work Product
Farmers Market Manager

The Farmer's Market Manager is responsible recruiting and managing vendors as well as promoting the year-round Farmers Market. Deb Sayre also navigated the market during the pandemic with the help of the BOH to keep it running without delay every week in 2020 and 2021.

Below is a listing of vendors, recruited by Deb Sayre, displayed on the Natick Farmers Market website: https://www.natickfarmersmarket.org/
Over 100 craft vendors are on a rotating basis at the market.

Alapeche Bakery
Amir's Natural Foods
Annabanana's
Beckah's Bangin' Butter
Big Rock Acres
Birch Tree Bread
Chestnut Farms
Columbian Coffee
Doris' Peruvian Pastries
Eric, Knife Sharpener
Freitas Farm
Jordan Bros. Seafood
Joyberry Farm
Lightening Ridge Farm
Mei Mei
Mindful Eating
Narragansett Creamery
Table 15
Tangerini Farm
Tita's Corner
The Bagel Table/OMG
WeGrowMicrogreens

Attached are the Promotional Sponsorship program materials for the Farmers Market which allows members and non-members to participate at the market for promotional purposes.

Sponsorship Policies

Sponsorship of the market is open to members and non-members of the Natick Center Cultural District on a per week basis.

Sponsorship will allow for a presence at the market to provide information about the sponsoring company/person/organization.

In addition to information, sponsors will also be expected to provide an activity for the market, at their designated space.. This could be give-aways, having a face painter, balloon twister, or some other activity that adds to the market and promotes interaction.

Fees per week

Outdoor season:	**Members - $100**	**Non-members - $150**
Indoor season	**Members - $75**	**Non members - $100**

Multiple week sponsorship packages can be discussed with Market Manager.

During the outdoor season a lawn sign indicating "**This week's market sponsor** " will be placed in front of the sponsor table. Table signage will be provided during the indoor season.

All sponsors will be recognized on the NCCD website (www.natickcenter.org) and on both the NCCD and farmers market Facebook postings.

The market is sponsored by

Sponsorship Form

Sponsor:_____

Week(s) sponsored_____

Fee: (outdoor-tent space) Member: $100__ Non member: $150__
(indoor-table space) Member: $75__ Non member$100 __

Activity_____

_____

Contact_____

e-mail/phone_____

Return this form to debrasayre@gmail.com. Checks should be made out to
Natick Center Associates and mailed to
Natick Center Cultural District,
P.O. Box 6284, Natick, Ma. 01760

Please mark "sponsorship" in the memo line.

natick center
cultural district

www.natickcenter.org

NATICK FARMERS MARKET

EVERY SATURDAY

9 AM TO 1 PM

DOZENS OF

FOOD VENDORS

ON 2 FLOORS

HANDMADE GIFTS & MUSIC

natick center
cultural district

Please keep

6 feet

between you and others

& keep everyone safe.

Sample Work Product
Bookkeeper

The Bookeeper works with the Executive Director to assist in the NCCD/NCA treasurer with billing, banking and accounting and bookkeeping activities.

Attached is an example of an invoice that she generates on a monthly basis on behalf of NCA.

Natick Center Associates, Inc.
P.O. Box 6284
Natick, MA 01760
508-650-8848

Invoice

BILL TO
Five Crows Gallery and Handcrafted Gifts 41 Main St Natick, MA 01760

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1273	02/01/2022	$125.00	03/03/2022	Net 30	

DATE	ACTIVITY	QTY	RATE	AMOUNT
02/01/2022	**Membership Dues**	1	125.00	125.00

Thank you for your support of the Natick Center Cultural District!

BALANCE DUE **$125.00**

Please make check payable to Natick Center Associates.

Sample Work Product
Event Support Position

The Event Support position is new as of the end of February 2022 so there have not been any events as of yet but we have been meeting and she has worked on the schedule for Natick Nights in 2022 in Sign up Genius. See Attachment

Sign Ups
Groups
Messages
Reports
Tools
Collect

Edit Sign Up — 'Natick Nights' Schedule

Design | Slots | Settings | Publish

Title of Sign Up: 'Natick Nights' Schedule

Group: Natick Center Cultural District

Type/Category: General | Arts & Culture

Theme Design: White & Blue

natick center cultural district

Natick Center Cultural District

'Natick Nights' Schedule

Dear Natick Center Cultural District Members and Merchants,

Natick Nights has been a wonderful event taking place each Thursday in June and July in past years. This year in 2021 we'll be bringing the entertainment, fun, and experiences to people in person again we strive to bring people to Natick Center as covid restrictions ease up.

We have created a basic outline of what we would like to provide that night and dates so you can choose what works best for you. Please consider what you might offer, pick a date, and sign up for your event.

Sign up genius will send a reminder and if you need to change it you can come back and do so at your convenience.

Please don't hesitate to contact me with any questions.

Thank you,

The Natick Center Cultural District

Related files:

Created by: AP Athena Pandolf

Athena Pandolf
11 Richard Road
Natick, MA 01760 508.333.5609

Education:

1988-1992 University Massachusetts,
North Dartmouth, MA
Bachelor of Fine Arts, Cum Laude
Major: Textile Design, Minor: Sociology

1983-1987 Nashoba Regional High School
Bolton, MA

Professional Experience:

April 2016 – Present – **Executive Director, NCA**
Responsible for the management and day-to-day operations of Natick Center Cultural District and Natick Center Associates. Director provides vision, advocacy and leadership to ensure that the NCCD focuses on stimulating the economic and cultural life locally and regionally through development and promotion of the Natick Center Cultural District. Heads up marketing and program management, secures funding to provide the necessary resources to ensure the organization is sustainable, creating budgets and exercising fiscal responsibility, and foster and maintain positive collaborative working relationships with all District stakeholders. Creates cultural events to further the district goals.

November 2015- March 2016 – **Administrative Assistant, NCA**
Handled daily responsibilities for Natick Center Cultural District including social media, finances and memberships.

April 2015 – Nov. 2015 - **Freelance Graphic Designer**
Brochures, logo design for local companies. Consulting with clients on social media management of their company sites and marketing materials.

January 2012 – July 2016 – **4th of July Parade Coordinator**
Coordinated the Natick 4th of July parade and scheduled the entertainment.

September 2013 – March 2015 – **Marketing Consultant**
Website marketing, social media postings, product listing on eBay, blogging, Twitter and Pinterest boards.

October 1998- Graphic Designer
Mar. 1994 **Community Newspaper Company**
Using Photoshop 3.0, Quark Express & Illustrator 6.0
Designing inserts and advertisements for publication.

Sept. 1994- Advertising Coordinator
Feb.1995 **Community Newspaper Company**
Assisting Sales Staff
Microsoft Word and Excel
Assisted Sales Staff of 20 employees
Answering and Routing Dept. Phones
Taking messages, faxing and proposals.

Jan. 1994- Legal Assistant
June 1992 **Shapiro & Fishman Law Office**
Boca Raton, Florida
Handled Legal cases for five counties. Received all incoming summons, complaints, and answers. diligent searches, prepared packages for hearings, set hearings, and reviewed title searches.

Katie Love

katie.giblin.love@gmail.com

~WORK EXPERIENCE~

Interface

project manager- sales training & development — January 2015 - March 2018

- Onboarding/Orientation: Schedule session and SMEs/presenters, support and conduct session on location, present material pertinent to sales role, and act as point of contact after training for Q&A
- Communication: Hosted, recorded, moderated, and reported WebEx trainings and sessions
- administrated the internal CEU program - reporting attendance, managing registration
    - created/developed new content and provided global training/launch collaboration around requests for CEU or CPD training
- internal Gallup strengths coach - provided support to sales force for knowledge/development and education and internal support for teams (travel, reports, etc) as well as external workshop support for customers
- coordination and facilitation of first ever inside sales project
    - managed lead follow up, provided status updates and reports to stakeholders both in eternally and externally
    - managed and created training for relevant components of program ie, training of reps, CRM reference documents, etc
- Provided support in administrative and coordination tasks for national sales meeting
- *Accomplishments:* expanded the reach of the training and development program with further touches after initial training, providing support and guidance to solve problems

modular sales specialist: STROLL; New England/NY/NJ — January 2013 - January 2015

- Developed and initiated manufacturer's rep role for BRAVO distribution line by developing relationships with distributors and clients to fulfill sales objectives
- Provided education and training of sales reps on Interface, STROLL and product differentiators
- Served as liaison between rep, client, and Interface; acting as problem solver, negotiator and customer service point person
- Developed and maintained relationships with other distribution outlets in static, Posi tile, and Empire programs to further enhance sales through alternative outlets for Interface
- Provided business development opportunities for distribution outlets to reach marketplaces and specifiers within the territory
- Gathered information for Interface to understand the distribution business and leverage our strengths to further enhance sales and growth
- *Accomplishments:* implemented a new role within a totally unchartered business model for Interface while demonstrating good relationships and insight for the client and distributor's representative

rbd/ae position; New England — December 2011 - December 2012

- Created further opportunities for sales through business development techniques including campaigns, research, targeted account marketing and hosting events, while balancing AE responsibilities
- Identified target sectors and main specifiers within marketplace to collaborate with sales team in Boston on potential opportunities
- *Accomplishments:* broadened the reach of the New England team through campaigns and new business opportunities

account executive; New England — October 2008 - December 2011

- Conveyed product and ideals to current and potential customers.
- Acted as a liaison between the architecture and design community and Interface
- Presented on product and current design ideas or concerns to contribute to further education of the design community; including CEU opportunities and knowledge on LEED and sustainability
- Identified potential clients and leads in all sectors, as well as maintaining current relationships
- Managed individual budgets and expenses, while meeting expectations of management and clientele
- Collaborated with counterparts in Boston to develop Interface accounts and brand identity within marketplace
- Participated in industry events and committees to further development relationships within the marketplace via IIDA New England, MIDA, AIA and other end user organizations
- *Accomplishments:* created new and lasting relationships with designers and end users who had in the past not used Interface or were unaware of our products and services, by demonstrating excellent customer service and care for the client and projects

Katie Love

katie.giblin.love@gmail.com

~WORK EXPERIENCE (continued)~

Cubellis Inc.

project administrator; Boston, MA — October 2007 - September 2008

- Oversaw daily operation of studio, including general administration, accounts receivables, coordination of internal activities and communication, travel, and client contractor correspondence
- Supported retail practice group and aided in the shift in structure by helping other offices with information regarding daily activities, accounting and project related data input and information by incorporating planning and resource forecasting not only for the architecture studio but also for the projects related to the entire practice group
- Construction Administration: facilitated and administered construction administration documentation: RFI's Transmittals, and Submittals
- Aided in the coordination and planning of moving of the corporate headquarters, contributed to the restructuring of the filing structure for entire Cubellis, implemented policies and procedures for expense reports, vacation
- Edited and reviewed proposals, act as a liaison btw architect and contractor, aid in client presentations, as well as help in the process of contractor bids and RFPs
- Orchestrated and planned a 50+ attendee week long presentation for the firm's international priority client
- *Accomplishments:* executed a smooth transition for the mixed used development team from and small to mid-scale group, into a large scale international group while maintaining good relationships and organization

Thurston Kitchen & Bath

office manager; Aspen, CO — June 2006 - July 2007

- Oversaw daily operation of showroom, including customer billing and payments, maintain office/vendor relations, serve as an intermediary between corporate and employees.
- Supported two cabinetry designers by maintaining job folders, open jobs, and ordering and scheduling cabinetry deliveries as well as appliances.
- Created & maintained a process for a new literature library, making it more user friendly
- Initiated CC regulations for payments, saving the company interests and fees
- *Accomplishments*: Administered an organized process and fluidity for the office to run efficiently

salesperson; Aspen, CO — November 2006 - July 2007

- Initiated and complete appliance and hardware sales with new and existing customers while maintaining a margin and good business relations
- Attended training sessions, worked with reps and used resources at hand to educate myself on selling appliances
- Completed 100 percent of open sales for previous salesperson with no direct experience resulting in a decrease of 90 percent of open jobs within three months
- *Accomplishments:* Engineered a process to close out existing open orders and organized the sales process from the store location

Alta Ski Resort — Winter 2005 & 2006

PSIA certified ski instructor; Alta, UT

Martha's Vineyard Sightseeing — Summer 2004 & 2005

assistant manager; Oak Bluffs, MA

~EDUCATION~

Career Discovery - Architecture, Harvard University GSD — June - July 2007

- Studio intensive and design oriented curriculum

Providence College — September 2000 - May 2004

economics major and printmaking minor, BA

- Core curriculum in Liberal Arts and The Development of Western Civilization; GPA: 3.40
- Honors ~ Omicron Delta Epsilon- Economics Honor Society, National Collegiate Scholar Member,
- Dean's List 6 semesters

Debra Lee Greenberg Sayre
24 Western Ave. Natick, Ma. 01760
508-653-6596
DOB 4/16/42

Education: 1964-B.A. Northeastern University
1970-M.Ed. Northeastern University
1970-1985 LICSW
2000-Coaching Certificate-Newfield Network
2001-Graduate Coaching Certification-Newfield Network

Other Courses include Social Work at Antioch, Hunter College, Boston University and specific trainings and workshops in the fields of adolescence, Outreach (YMCA), Community Work, Alcoholism and Drug Awareness.

Current Position: Founder and Program Director-Kids Connect, Inc.(2000-current)
Market Manager, Natick Center Farmers Market (helped with founding in 1996-current)

Experience in profession: Developed a drug group at Concord Prison, started a group home for adolescents in Medfield, Director of Marathon House (residential drug treatment facility), Area Drug Coordinator responsible for 11 towns in mental health area (DMH), Assist, then Director of drug program in MCI Walpole training and supervising inmate staff, provided training in emotional issues for Police Academy in Quincy, taught psychology as substitute teacher, Taught psychology at Northeastern University, evening program, substitute teacher for City of Boston, teacher and housemother for Salvation Army home for unwed mothers, Child Welfare Worker in New York City, Probation Officer in New York City and Clinical Director of Bristol Areas School (766), ran women's groups and provided individual counseling as Life Coach.

Other Experience: Department Manager, Alexander's Dept. Store in New York City, Sales Representative for 23 manufacturers, new product developer for juvenile products companies, administrative assistant/office manager for Quip Systems, a division of Exxon,

Volunteer Experience: dance instructor in New York City (Police Athletic League, worked with youth in Roxbury thru YMCA, member of the evaluation board of First, Inc. (residential drug program in Roxbury), Founded residential program in Medfield (Harding House), headed the July 4th Committee for 10 years as well as the Natick 350th Celebration Committee. Founding and current member of Natick Days Committee as well as several town councils and committees, including local cable station. Currently chair the Natick Art Association steering committee.

Ann Marie LaBrache
30 Webb Place, Unit #2
Mansfield, MA 02048

amlab8092@gmail.com

Bookkeeper
Natick Center Associates Oct. 2017- Present

- Recording day to day financial transactions and completing the posting process
- Accounts receivable and invoicing
- Data entry, managing Farmers Market deposits, collecting transactions, tracking debits and maintaining and monitoring financial records, and invoices.

Bagel Table
Manager Oct. 2020 - Present

- Managing customer services
- Order supplies, create schedule and product creation.
- Open and closing procedures
- Responsible for Sales Management

Fitness Distributors/ FDI Medical
Office Manager April 2017 – Oct. 2020
Responsibilities:

- Order and receive supplies
- Scheduling, sales
- Shipping and receiving
- Product and safety management
- Minor bookkeeping

Michaels Inc.
Department Manager March 2013- Feb. 2017
Responsibilities:

- Hiring, training and scheduling of department staff.
- Partnering with manager to create and implement programs for meeting sales and production goals.
- Generating and updating department reports.
- Maintaining all department related files and paperwork.
- Ordering supplies for department and store, adhering to budget constraints.
- Oversee the maintenance and repair of all department related equipment.
- Provide customer service for departments and storewide.

Custom Framer February 2010-March
Responsibilities:

- Implement set up of framing department in new stores.
- Train new help in sales and custom framing.
- Have consistently met or exceeded sales goals and customer service needs.

Rockwood and Sjoquist Insurance Agency
Account Manager June 2004-February 2010
Responsibilities:

- Developed new filing and organizational practices. Updating computer system to meet industry standards.
- Assist agency principle in managing relationships with companies and vendors.
- Maintain Industry regulations and best practices.
- Maintain utmost discretion when dealing with sensitive topics and information.
- Participated in staff training and development and annual reviews.
- Resolution of customer service concerns and claim handling.
- Assist with annual review of agency sales, profit sharing and business planning.

Education:

- High school Graduate
- Michaels Inc. Management Development Program
- The Insurance Industry required licensing and course development.

Community Service:

- Planned and executed fund raisers for a small non-profit.
- Assisted in the planning and setting up for arts event in my local town.
- I worked as a library fundraiser.
- Assisted the director of the Natick Farmers Market.

Brooke M Jackson (816)520-2856 bjackaon.csca@gmail.com

PROFESSIONAL EXPERIENCE

Food Service Worker, Boston College ~ Newton, MA
August 2018 - November 2021

- Cook and prepare food to order for the students, faculty and guests of an eatery on campus
- Assist in other duties when needed - cashiering, assisting other department stations
- Prepare and set up GET Mobile station and assist as necessary
- Prepare and assist in catering events

Cashier, Natick Outdoor Store ~ Natick, MA
August 2018 - January 2019

- Direct in-store and phone-in customers with purchases, returns, and other requests
- Provide help to other departments with stocking, organizing, and cleaning

Prep and Line Cook, Heritage of Sherborn ~ Sherborn, MA
June 2017 – October 2017

- Created and plated quality cuisine at popular high-end gastro pub while gaining valuable culinary training from experienced owner
- Earned added responsibilities for additional outside events as on-site caterer cooking, preparing and serving for customer clients

Cashier & Customer Service Representative, Hy-Vee General Merchandise ~ Liberty, MO
October 2012 – November 2014, September 2016 – May 2017

- Served as cashier and assisted with other duties as needed while providing friendly and efficient customer service
- Processed returns and assisted customer service in all areas

Backcountry Program Counselor & Manager, Philmont Scout Ranch ~ Cimarron, NM
May 2012 – August 2016

- Oversaw in a variety of positions during summers at 219 sq. mi. camp in the Rocky Mountains
- Managed and coordinated logistics including scheduling transportation, planning and scheduling meals for participants, and creating and implementing the itinerary
- Assisted with administrative responsibilities, including covering the reception desk
- Coordinated and led treks with other departments and participants
- Managed and provisioned a shooting range for Boy Scouts, teaching safety with vintage firearms

EDUCATION

- General Educational Development certificate (GED) – May 2017
- Boston College, Natural Studies - Current Student

SKILLS

- Multitasking, training others, accommodating high stress work environments, quick learner, detail oriented, can handle conflict well, enjoys working hard to improve skills

References upon request

Natick Center Associates
References

Miki Wolfe
Library Director
Morse Institute Library
14 East Central Street
Natick, MA 01760
508.647.6520
mwolfe@minlib.net

Niki Lefebvre
Executive Director of Natick Historical Society
The Natick Historical Society
58 Eliot Street
Natick, MA 01760
508.647.4841
director@natickhistoricalsociety.org

Dr. Rev. Ian Mevorach
Common Street Spiritual Center
13 Common St.
Natick, MA 01760
508.654.7487
ian@commonstreet.org