



Assistant Park Manager

About 195 District Park (Park):

The Park is owned and operated by the I-195 Redevelopment District (the District). The Park opened in 2019 and is comprised of approximately seven acres of open space on either side of the Michael S. Van Leesten Memorial Bridge. It is heavily programmed with roughly 120 events on the calendar in 2023 and two seasonal, semi-permanent food and beverage establishments that include a beer garden with a food truck program and an ice cream vendor. Events include concerts, community gatherings, art markets, conferences, family activities, fitness and movement classes, film screenings, and more. There were nearly 4,500 visits to the park daily and 1.5 million visits last year. The District is developing a freestanding pavilion in the Park with year-round food and beverage service and support space for the park; the project is expected to break ground in 2024.

For more information about the Park, visit www.195districtpark.com.

About The District

The District is a quasi-public state agency created in 2011 to oversee the redevelopment of the land made available in downtown Providence as a result of the relocation of Interstate 195. The District's mission is to foster economic development on Rhode Island's 195 land and beyond and generate job creation opportunities that embrace the city's demographics by creating an environment that encourages high-value users to build well-designed structures that enhance the value of surrounding neighborhoods and augment the sense of place.

To learn more about the District visit www.195district.com.

Position Summary

The Assistant Park Manager supports the Park Manager with daily operations and management of the Park. Responsibilities include but are not limited to: supervising the Park's programming staff team; overseeing daily set-up of events and passive programming; and leading permitting, licensing, and compliance for park activities. The Assistant Park Manager will report to the Park Manager. The position is full-time, salaried, and expected to spend a significant portion of the weekly schedule in person at the Park.

Responsibilities

- Supervise Park Program Coordinator staff, including scheduling, managing daily responsibilities, and other HR-related responsibilities, including performance evaluations and assisting with new hires.
- Administrate the Call for Curators and Programmers, a mini-grant program for programming initiatives in the Park.
- Lead administrative efforts for programming, including permitting, licensing, processing payments to partners and vendors, contract compliance, and data and survey collection.
- Oversee the implementation of passive programming that may include daily or seasonal setups.
- Ensure the seamless setup and breakdown of daily events and programs, including supervising third-party vendors, maintaining event schedules and providing technical assistance, as needed.
- Act as the Park's public-facing ambassador at events.
- Collaborate with Park Manager to plan, direct, and coordinate programs and projects in the Park.
- Play lead production role in planning and supporting larger-scale partnered events.
- Oversee daily aspects of park maintenance and security to ensure Park standards are maintained.
- Oversee content development for website and social media and manage programming calendars.
- Manage inventory and organization of equipment and supplies.
- Manage the Park's photography library and procure event and landscape photographers.
- Generate attendance reports and other presentations.
- Assist with community and stakeholder relations.
- Attend weekly staff meetings and other meetings as required.
- Perform other related duties as assigned.

Key Competencies

- Ability to implement program goals, objectives, policies, and procedures.
- Managerial and leadership experience.
- Strong time management and ability to juggle multiple concurrent projects.
- Excellent communication, and coordination skills among various audiences, including community members, vendors, and contractors.
- Resourceful team player, yet able to work effectively independently.
- Entrepreneurial self-starter willing to generate and execute new ideas to achieve the vision for the Park.
- An interest in open spaces, placemaking, and urban redevelopment.

- Experience in event production and management.
- Must be able to work evenings and weekends.
- Must be able to frequently work outdoors in all weather conditions and lift up to 50 lbs. at times.

Professional Qualifications

- Bachelor's degree with two (2) to five (5) years' experience in a similar role. Excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Access, Adobe Acrobat, and Outlook. Experience with social media platforms and website management. Some experience with AV equipment is ideal.

How to Apply

- To apply for this position (or to direct any questions) please email your resume and cover letter to **questions@195district.com**. Please include "**Assistant Park Manager**" in your subject line. Please submit your information before December 22nd, 2023, to be considered for this opportunity.

Salary Range: \$47,000 - \$57,000, along with a full benefits package including healthcare and retirement.

The District welcomes and encourages diversity in our workforce at all levels of the organization. We provide equal employment opportunities to all employees and applicants for employment and prohibit hiring discrimination of any type. All District hiring decisions are made without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.