

I-195 REDEVELOPMENT DISTRICT COMMISSION

MEETING OF COMMISSION
PUBLIC SESSION
NOVEMBER 15, 2023

The I-195 Redevelopment District (the "District") Commission (the "Commission") met on Wednesday, November 15, 2023, in Public Session, beginning at 5:00 P.M., at District Hall, located at 225 Dyer Street, Second Floor, Providence, Rhode Island pursuant to a notice of the meeting to all Commissioners and public notice of the meeting as required by applicable Rhode Island law.

The following Commissioners were present and participated throughout the meeting: Chairperson Marc Crisafulli, Mr. Michael McNally, Mr. Robert McCann, Mr. Vincent Masino, Dr. Barrett Bready, Ms. Sandra Smith, and ex-officio board members Ms. Liz Tanner and Mr. Joseph Mulligan.

Also, present were Ms. Caroline Skuncik, District Executive Director, Ms. Amber Ilcisko, District Director of Operations, Mr. Peter Erhartic, District Director of Real Estate, Ms. Sarina Conn, District Office Manager, and Mr. Charles F. Rogers of Locke Lord, LLP, legal counsel to the District.

1. WELCOMING REMARKS BY CHAIRPERSON CRISAFULLI.

Chairperson Crisafulli called the meeting to order at 5:01 P.M. He stated that there was no vote on the agenda regarding the proposed developments on Parcel 1a and explained the mission of the Commission to be considered when evaluating development proposals.

2. PUBLIC COMMENT SESSION.

No members of the public signed up to speak during public comment session.

3. REVIEW AND APPROVAL OF THE MINUTES OF THE COMMISSION MEETINGS HELD ON SEPTEMBER 20, 2023.

Chairperson Crisafulli stated that the minutes of the September 20, 2023, meetings had been distributed to the Commissioners and asked if there were any comments or corrections.

There being none, upon motion made by Mr. McNally and seconded by Mr. Masino, the following vote was adopted:

VOTED: To approve the minutes of the Commission meetings held on September 20, 2023.

Voting in favor of the foregoing were: Chairperson Crisafulli, Mr. McCann, Dr. Bready, Mr. McNally, Ms. Smith, and Mr. Masino.

Voting against the foregoing were: None.

4. EXECUTIVE DIRECTOR'S REPORT.

Ms. Skuncik provided an update on projects under construction in the District, including the health lab project on Lot 3 and the first phase of the affordable housing project on Parcel 9. She noted all projects in predevelopment were moving along and several would likely come back before the Commission at upcoming meetings. Ms. Skuncik continued her report with updates on 195 District Park, stating that eleven new trees had been planted and that Tizzy K's and the Guild beer garden have closed for the season.

Ms. Skuncik then used a Power Point presentation to provide an overview of Parcel 1a. Her presentation included the history and open space of the parcel, land use regulations, developable land, and information from the Parcel 1a Request for Proposals.

There was no further discussion.

Chairperson Crisafulli explained the following presentations regarding proposed developments by project proponents are limited to fifteen slides in fifteen minutes. A two-minute warning would be issued. He also requested that public comments be limited to two minutes.

5. PRESENTATION BY RIVERWALK JV REGARDING A PROPOSED DEVELOPMENT ON PARCEL 1A.

Mr. Jeffrey Hirsh of Urban Spaces and Mr. Ralph Parent of Parent + Diamond, (Riverwalk JV) presented their proposed project for Parcel 1a. Riverwalk JV proposed a mixed-use development that would include approximately twelve one-bedroom residential condos, a restaurant, function space, and ground floor retail space. Mr. Hirsh used a Power Point presentation to present background on the development team including Urban Spaces, Parent + Diamond Real Estate Development, Merge Architects, and Crowley + Cottrell Landscape Architecture. Mr. Hirsh and Mr. Parent presented the development objectives and concept. Ms. Elizabeth Whittaker of Merge then presented the site organization, massing and design concepts, a site activation diagram, conceptual site plan and site section, conceptual floor plans and sections, massing and conceptual materials, and renderings.

Discussion continued on the project's sustainability features, flood protection from benches, and offsite parking.

6. PRESENTATION BY RIVERSIDE PARTNERS LLC REGARDING A PROPOSED DEVELOPMENT ON PARCEL 1A.

Mr. Andrew Wade Keating of Stack + Co. and Mr. Daniel Sibor of Brass Rat Real Estate Development (Riverside Partners LLC), presented their proposed project for Parcel 1a. Riverside Partners LLC proposed a mixed-use development that would include approximately ten three-bedroom residential condos, approximately 3,000 square feet of ground floor retail, approximately 800 square feet of office to be leased by CIC, and a public mezzanine open space. Mr. Keating used a Power Point presentation to present the narrative project overview, the design narrative, program and floor plans, zoning and CRMC compliance, site diagrams, landscape diagrams, project sustainability and resilience, team organization, reference projects, and renderings.

Discussion continued on parking, the proposed CIC off-shoot, crowdfunding financial model, and financial viability of the project if there is a reduction in height.

7. PRESENTATION BY PROVIDENCE FLEA REGARDING A PROPOSED DEVELOPMENT ON PARCEL 1A.

Ms. Maria Tocco of the Providence Flea presented her proposed project for Parcel 1a. The Providence Flea proposed the Providence Open Marketplace, an open-air pavilion and event venue. Ms. Tocco used a Power Point presentation to present the team, the project, about Parcel 1a, about the Providence Flea, and the proven business model of the Providence Flea. Ms. Christine West of Kite Architects presented features of the project, cross section, site analysis, structure plan, solar array and benefits, existing and future uses, and challenges.

Discussion continued on concept clarifications and financing structure.

8. PRESENTATION BY PROVIDENCE ARCHITECTURE AND BUILDING COMPANY REGARDING A PROPOSED DEVELOPMENT ON PARCEL 1A.

Mr. Dustin Dezube and Mr. Kevin Diamond of Providence Architecture and Building Company presented their proposed project for Parcel 1a. They proposed a mixed-use development project comprised of two two-bedroom condos, approximately 10,000 square-feet of office to be occupied by the developer, and approximately 7,000 square-feet of retail including a condo for Dune Brothers Seafood and two other tenants on the ground floor. Mr. Dezube introduced the team. Mr. Diamond used a Power Point presentation to present about the organization. Mr. Dezube then presented about the development team and introduced Bruce Tassone, their Director of Construction. The presentation continued on their prior work, their plan, their new home, their partners, boutique mixed-use, design highlights, and renderings.

Discussion continued on program clarification, other projects in the community, and current project load.

9. PUBLIC COMMENT REGARDING THE PROPOSED DEVELOPMENTS ON PARCEL 1A.

Chairperson Crisafulli stated that written public comments would be accepted on the proposed

developments on Parcel 1a for one week following the meeting. He continued to provide an overview of feedback heard to date which he put into two categories: those that want no development at all and for the space to remain open space and the other being favorable to the contribution of the Providence Flea. He responded that the former does not align with the Commission's mission to develop its properties. He also stated he was in agreement with the latter and that the Providence Flea can continue operating in 195 District Park.

Eighteen members of public elected to provide comment on the proposed developments on Parcel 1a which including advocating for the Providence Flea proposal, initiating political change to the Commission's mission, concern regarding the proposed housing, lack of parking, and the addition of restaurants. Other comments liked the design of Riverside JV, but some had concerns regarding the height and some had concerns regarding the Providence Flea program and the track record of the Providence Architecture and Building Company. Comments continued on the Providence Flea's ability to operate elsewhere and concerns their program could attract negative activity.

Chairperson Crisafulli reiterated that there would not be any changes to the Providence Flea and that District Park is available for use by the Providence Flea if that proposal is not selected.

10. EXECUTIVE SESSION

Chairperson Crisafulli stated that, pursuant to the notice of the meeting, the Commission would go into Executive Session for discussion regarding the purchase, sale, exchange, lease, or value of real property that would have a detrimental effect on the negotiating position of the Commission with the other parties if discussed in open session.

Accordingly, upon motion duly made by Ms. Smith and seconded by Mr. McCann the following vote was adopted:

VOTED: To go into Closed Session, pursuant to the Open Meetings Act, Rhode Island General Laws Section 42-46-5 (the Open Meetings Law) and 42-64.14.6(i) (the I-195 Act), in order to consider the purchase, sale, exchange, lease or value of District real estate.

Voting by in favor of the foregoing were: Chairperson Crisafulli, Dr. Bready, Mr. McCann, Mr. McNally, Ms. Smith, and Mr. Masino.

Voting against the foregoing were: None.

Commissioners and District staff then proceeded to enter into Closed Session at 7:05 P.M.

Ex-officio board member, Ms. Liz Tanner left the meeting at 7:47 P.M.

The Public Session was reconvened at 7:48 P.M.

Chairperson Crisafulli reported that discussion in the Executive Session was confined to review and discussion of proposals regarding the purchase and sale of District real estate and no votes were taken. Additionally, the Commission voted to end the Executive Session, maintain the Executive Session minutes, and reconvene the Public Session.

Upon motion duly made by Dr. Bready and seconded by Mr. Masino, the following vote was adopted:

VOTED: That pursuant to Rhode Island General Laws Section 42-46-5(a), the Open Meetings Act, the minutes of the Closed Session shall not be made available to the public, except as to the portions of such minutes as the Commission ratifies and reports in Public Session of the meeting until disclosure would no longer jeopardize the Commission's negotiating positions.

Voting in favor of the foregoing were: Chairperson Crisafulli, Mr. Masino, Mr. McCann, Mr. McNally, Ms. Smith, and Dr. Bready.

Voting against the foregoing were: None.

11. DISCUSSION AND VOTE REGARDING UPDATES TO THE DISTRICT PERSONNEL PLAN.

Ms. Skuncik stated a draft updated personnel plan had been circulated to the Commissioners in advance of the meeting. Chairperson Crisafulli asked the Commissioners if they had any comments or questions regarding the circulated draft. There being none, he requested a vote to adopt the updates to the personnel plan.

Upon motion made by Mr. Masino and seconded by Ms. Smith the following vote was adopted:

VOTED: That the resolution regarding 2023 Personnel Plan (a copy of which had been circulated to the members and is attached hereto as Exhibit A), be, and it hereby, is adopted and approved.

Voting by in favor of the foregoing were: Chairperson Crisafulli, Mr. Masino, Dr. Bready, Ms. Smith, Mr. McNally, and Mr. McCann.

Voting against the foregoing were: None.

12. VOTE TO ADJOURN.

There being no further discussion, upon motion made by Dr. Bready and seconded by Mr. Masino the following vote was adopted:

VOTED: That the meeting be adjourned.

Voting by in favor of the foregoing were: Chairperson Crisafulli, Mr. McCann, Dr. Bready, Ms. Smith, Mr. McNally, and Mr. Masino.

Voting against the foregoing were: None.

The meeting was adjourned at 7:49 P.M.

A handwritten signature in blue ink, appearing to read 'Marc Crisafulli', written over a horizontal line.

Marc Crisafulli, Chairperson

EXHIBIT A

I-195 REDEVELOPMENT DISTRICT

RESOLUTION REGARDING 2023 PERSONNEL PLAN

November 15, 2023

VOTED:

That the updates to the Personnel Plan of the District as presented to, and reviewed by, the Commissioners this date, be and hereby is approved and adopted.

EXHIBIT A

2023 Personnel Plan



To: I-195 Redevelopment District Commissioners

From: Caroline Skuncik, Executive Director
Amber Ilcisko, Director of Operations

Date: November 15, 2023

Re: Personnel Plan

195district.com
225 Dyer Street, 4th floor
Providence, RI 02903
401-400-4362

195districtpark.com
225 Dyer Street, 4th Floor
Providence, RI 02903
401-400-5660

This memo provides an overview of the I-195 Redevelopment District's (District's) proposed updated personnel plan. The current personnel plan was adopted in 2022. Since the District has taken on the responsibility of 195 District Park (Park) in 2021, the focus has been to create an active and vibrant, heavily programmed open space to support the development of an innovation district. Over the last year (Oct 30, 2022 - Oct 30, 2023), the Park hosted over a hundred events and saw 1.6 million visits with an average of 4,475 visits per day. To keep pace with the current workload and ensure that we can continue to meet our mission, adjustments to the District's staffing are necessary.

Positions

Currently, there are five full-time employees at the District: Executive Director, Director of Operations, Senior Project Manager/Director of Real Estate, Office Manager, and Park Manager; and two part-time Park Program Coordinators. One additional position is proposed, Assistant Park Manager, along with updates to the responsibilities of the Director of Operations, Park Manager, and the Park Program Coordinator positions to reflect the addition of a new position. There are also small modifications to all salary ranges for each position.

The Assistant Park Manger will support the Park Manager in the day-to-day operations of the Park, including serving as supervisor to the part-time Park Program Coordinators, administering the Call for Curators mini-grant program, and implementing a passive program plan in the Park. This will be a full-time exempt position.

The Park Program Coordinator position will continue to support programming in the Park. This will now be exclusively an hourly, part-time position dedicated to daily park setup, event support, and supporting the Assistant Park Manager. The Park Manager job description is proposed to be amended to support the



changes to the Program Coordinator role and the addition of the Assistant Park Manager.

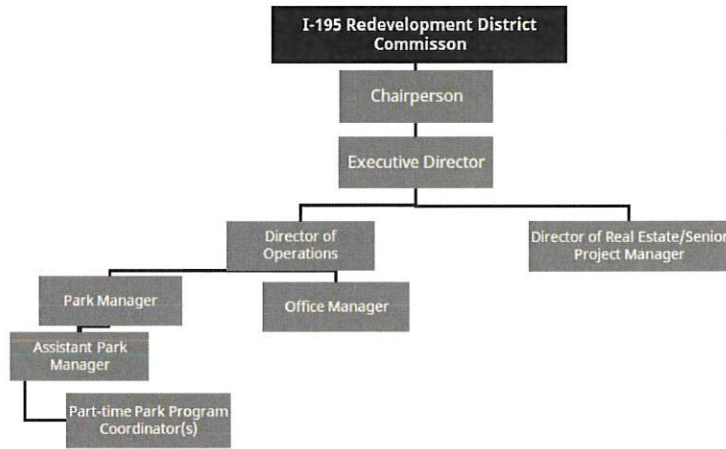
Full job descriptions for all positions are provided in Exhibit A.

Organizational Chart

The proposed organizational chart for the District is below.

195district.com
225 Dyer Street, 4th floor
Providence, RI 02903
401-400-4362

195districtpark.com
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Equal Opportunity Statement

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.

Exhibit A



Director of Operations

Position Summary

The Director of Operations is an integral part of the I-195 Redevelopment District (District) team. Key responsibilities include oversight of procurement and contracts, coordination of public records requests, support for monthly Commission meetings, oversight of the maintenance and operations of the seven-acre 195 District Park (Park), management of vendors and park and administrative staff, budgeting and financial tracking, and reporting. Additionally, the Director of Operations will support District projects and initiatives, including real estate projects and infrastructure. The Director will report to the Executive Director and also work closely and at times independently with the Commission Chairman.

Responsibilities

- Lead preparation and organization for monthly Commission meetings. Duties and tasks include compliance with Open Meeting Act, drafting meeting minutes, legal review of agenda and all meeting submittals, scheduling, public notices, technology preparation, etc.
- Oversee park operations and maintenance and capital improvements. Work with stakeholders and partners on projects related to the Park and other infrastructure projects in and around the Park and District.
- Supervise Park Manager and Office Manager positions.
- Oversee all internal operations for the District, including billing, staff payroll and benefits, insurance, budgeting, etc.
- Lead procurement efforts for all vendors, ensuring compliance with all applicable procurement regulations. Manage vendors and contracts.
- Coordinate responses to public records requests and ensure compliance with state law.
- Develop reports for legislature and other stakeholders on District activities.
- Assist with project closings, permitting, and review of proposed development projects, including coordination with consultants and developers.
- Assist with planning projects and initiatives in and around the District.
- Assist with compliance with the District's Development Plan and periodic updates to the Plan.

- Assist with hiring, onboarding, and other human resource related coordination.

Key Competencies

- Fluency with best practices in human resource practices in public sector agencies
- Comprehensive understanding and comfort level with all matters relating to compliance for a small public agency
- Budgeting, accounting and public sector financial management and flow of funds
- Strong communication skills with board members and senior management
- Experience developing and overseeing contracts and legal agreements
- Resourceful team player, yet able to work effectively independently

Professional Qualifications

- Bachelor's degree (Masters' degree preferred) in related field with seven (7) to ten (10) years' experience in a similar role. Excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Access, Adobe Acrobat and Outlook.

Salary range: \$85,000 - \$140,000

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Director of Real Estate/Senior Project Manager

Position Summary

The Director of Real Estate/Senior Project Manager is an integral part of the I-195 Redevelopment District (District) team. Key responsibilities include the management of proposed development projects in the District from approval through construction completion, oversight of District asset management, and assisting with District marketing efforts.

Responsibilities

- Assist with the development of Requests for Proposals for development parcels and evaluation of proposals, including feasibility analyses.
- Work with developers and District's consultants on entitlement process for projects, including zoning relief, design review, and environmental permitting.
- Oversee real estate closings.
- Manage District-led construction activities from predevelopment through design and construction, for example the construction of amenities within the new waterfront parks. Oversee project vendors, manage project schedule and budget, etc.
- Monitor project compliance through construction and beyond, including compliance with any incentive agreements.
- Collaborate with stakeholders and public and private sector partners to advance the mission of the District.
- Assist Executive Director in the development and execution of a local and national marketing and outreach plan to attract corporate users and developers to the 195 District.
- Prepare reports, presentations, and communication pieces for senior officials within State government and the District's board of directors.
- Perform other related duties as requested and assist with special projects.

Key Competencies

- Strong real estate skills
- Strong project management skills
- Experience with public-private partnerships preferred
- Experience with ground-up construction preferred
- Experience working on urban redevelopment, development of open spaces, and placemaking initiatives preferred
- High proficiency in Excel and financial modeling

- Excellent written communication skills, especially with PowerPoint or similar platforms
- Familiarity with real estate closing process and fluency with legal matters and legal documents
- Ability to work independently with senior members of State government and District board members on various projects

Professional Qualifications:

- Bachelor's degree (Master's degree preferred) in related field, such as real estate, planning, business, finance, legal, marketing and/or qualitative analysis. Excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Access, Adobe Acrobat and Outlook.

Salary Range: \$85,000 - \$140,000

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Office Manager

Position Summary

The Office Manager assists with the coordination of operations and management of the I-195 Redevelopment District (District). Responsibilities include, but are not limited to: assisting with functions required to administer Commission meetings, assisting with processing invoices and billing, providing procurement support, scheduling meetings, record-keeping, and filing. This position will report to the Director of Operations.

Responsibilities

- Perform administrative functions, such as preparing expense reports, arranging travel, reviewing mail, etc.
- Schedule meetings at the request of District staff
- Coordinate Commission meetings including scheduling, quorum confirmations, assembling meeting packages, and record-keeping
- Assist with payroll, bookkeeping, and accounting functions such as preparing invoices for processing, and preparing District bank deposits
- Support District procurement needs
- Assist with website support
- Manage the District filing system
- Assist with contract compliance
- Assist with administrative functions related to park operations, as needed

Key Competencies

- Ability to maintain policies, and procedures
- Strong time management, communication, and coordination skills among various audiences, including community members, vendors, and contractors
- Extremely organized and efficient
- Resourceful team player, yet able to work effectively independently
- Entrepreneurial self-starter willing to generate and execute new ideas to achieve the District's mission

Professional Qualifications

- High School Diploma (Bachelor's degree preferred) with three (3) to seven (7) years experience in a similar role. Excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Access, Adobe Acrobat, and Outlook.

Salary Range: \$45,000-\$65,000

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Park Manager

Position Summary

The Park Manager oversees the operations and management of the 195 District Park (Park) located in the I-195 Redevelopment District (District). The Park is a seven-acre open space in the middle of downtown Providence with approximately 5,000 visits a day and 1.5 million visits annually. The Park Manager is instrumental in achieving the vision for the Park as a high-quality, vibrant, and activated public space. This position will report to the Director of Operations.

Responsibilities:

- Responsible for day-to-day management and operation of the Park
- Manage a team of approximately four Park staff members, one of which is a full-time direct-report
- Manage Park maintenance contractors and coordinate with adjacent land owners, as needed
- Assist with planning and execution of capital improvement projects
- Maintain a robust annual Park calendar that will attract a diverse audience
- Manage and coordinate vendors and contractors in the Park (food and beverage, events, etc.)
- Manage Park-related procurement efforts including outreach to vendors, drafting Requests for Proposals, and other related tasks
- Proactively facilitate Park programming (active and passive) and develop partnerships with programming partners
- Oversee requests and implementation of events and programming in Park, negotiate contracts, schedule, etc.
- Manage Park communications including website updates and event calendar, newsletters, and social media accounts
- Assist with tracking expenditures and budget
- Assist with community and stakeholder relations
- Assist with contract compliance

Key Competencies

- Ability to implement program goals, objectives, policies, and procedures
- Strong time management, communication, and coordination skills among various audiences, including community members, vendors, and contractors
- Fiscal management and budget administration
- 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

Professional Qualifications

- High School Diploma (Bachelor's degree preferred) with three (3) to seven (7) years' experience in a similar role. Excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Access, Adobe Acrobat, and Outlook.

Salary Range: \$58,000- \$85,000

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Assistant Park Manager

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 ideal.

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

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Park Program Coordinator (Part-Time)

Position Summary

The Park Program Coordinator supports the Park staff with the day-to-day programming initiatives of the Park. Responsibilities include but are not limited to: on-site support before, during, and after Park events, preparing the Park for daily usage, serving as a Park representative for visitors and program partners, assisting with the execution of Park programming, and monitoring the Park for maintenance issues. Park programs range from small-scale art installations and performances to large-scale cultural events (on a scale of 20 to 50,000 anticipated attendees) such as private event rentals, children's programming, art festivals, live music events, and conferences. The Park Program Coordinator will report to the Park Manager. The position is part-time and seasonal between the months of April and November with the prospect of returning for winter month events.

Responsibilities

- Assist with the setup, delivery, breakdown, and clean-up of events and daily Park activities.
- Assist in monitoring the Park for regular maintenance issues and report these issues as they arise.
- Serve as a public-facing ambassador for the Park and staff the Park information table, sharing Park marketing material, such as a Park program schedule, and social media platforms.
- Assist in producing event-related social media showcasing activities in the Park.
- Data collection: Solicit feedback regarding the Park and programming initiatives. Produce post-event attendance and feedback reports.
- Help organize and maintain Park storage and inventory systems.
- Assist with Park administration, which may include office hours and attending meetings.
- Be flexible in approach and be able to work outside of role in support of other team members in a broad range of work-related activities.

Key Competencies

- Ability to follow and enforce Park policies and procedures.
- Strong communication skills among various audiences, including community members and vendors.
- Comfortable with a public-facing role that engages users of the park and works alongside programming partners to execute events.

- Display professionalism and a “people first” attitude.
- Resourceful team player, with the ability to problem-solve as things arise.
- An interest in open spaces, placemaking, and events.

Professional Qualifications

High School Diploma (Bachelor’s degree preferred) with at least (1) year of experience in a similar role. Must be able to work outdoors for extended periods of time performing manual labor. Ability to lift 50 pounds. Proficient in Microsoft Suite, Adobe Acrobat, and Outlook. Experience with social media management and A/V equipment ideal.

\$22-25 / hour

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