



Park Program Coordinator (Part-Time)

Position Summary

The Park Program Coordinator supports 195 District Park (Park) staff with the day-to-day programming initiatives in 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 60,000 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 Assistant Park Manager. The position is part-time and seasonal between the months of approximately April and November, with the prospect of returning for winter month events.

About 195 District Park:

The Park is owned and operated by the I-195 Redevelopment District (the District), a quasi-public state agency that oversees the redevelopment of the land made available as part of the relocation of Interstate 195. The Park 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. There were nearly 4,500 visits to the park daily and 1.5 million visits last year.

More information on the Park can be found at www.195districtpark.com or the District at www.195district.com.

Responsibilities

- Assist with the setup, delivery, breakdown, and clean-up of events and daily Park activities, including Park furniture, lawn games, and other passive programs.
- Monitor use of passive programs and engage Park visitors.
- 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.
- Help organize and maintain Park storage and inventory systems.
- 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, partners, 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 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.

How to Apply

- To apply for this position please email your resume and cover letter to **questions@195district.com**. Please include "**Park Program Coordinator**" in the subject line. Please submit your information before April 19, 2024, to be considered for this opportunity.

\$20 / hour

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.