



Park Programming Coordinator (Part-Time)

About 195 District Park

195 District Park (Park) is a seven-acre urban park located in the 195 District (District) along the Providence River. Connected by the Michael S. Van Leesten Memorial Bridge, the Park connects the east and west sides of the city and has views of the skyline and the Providence River.

The Park aims to be a vibrant and active public space that improves the quality of life for residents and workers in Providence and supports the development of an innovation district. There were over 300 unique events held in 2025. Events include concerts, community gatherings, art markets, conferences, family activities, fitness and movement classes, film screenings, and more. There are approximately 5,000 visits to the Park daily and there were over 1.8 million total visits in 2025.

The 195 District Park pavilion will open in the spring of 2026. It will include year-round food service operated by the Isle Brewers Guild in partnership with Seven Stars Bakery, public restrooms, and a Park office.

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

Position Summary

The Park Programming Coordinator supports the 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 events, preparing for daily usage, serving as a representative for visitors and program partners, assisting with the execution of programming, and monitoring 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 Programming Coordinator will report to the Programming Manager. The position is part-time and seasonal between late 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 activities, including furniture, lawn games, and other passive programs.
- Monitor the use of passive programs and engage 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 information table, share marketing materials, such as a program schedule and social media platforms.
- Data collection: generate attendance reports and solicit feedback regarding the Park and programming initiatives.
- Help organize and maintain the 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.
- Flexible availability required, with the ability to work daytime hours, evenings, and weekends based on business needs.

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. Experience with A/V equipment is ideal but not required.

\$20 - \$22 / 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.

Resumes with cover letters should be sent to park@195district.com.