



THE PROVIDENCE FOUNDATION

Park Manager

Position Summary

The Providence Foundation (Foundation), in partnership with the I-195 Redevelopment District (District), is seeking a Park Manager to assist with coordination of operations and management of the park located in the I-195 Redevelopment District.

About the District

The District and its governing Commission were created in late 2011 to serve as the responsible authority for the sale, marketing, and oversight of approximately 20 acres of land made available in downtown Providence as a result of the relocation of Interstate 195. With that relocation of Interstate 195 and parcelization of the redevelopment district, approximately seven acres were designated as open space, providing access to the City's riverfront along the Providence River. The Park includes 1.96 acres on the east side of river and 4.80 acres on the west side of the connected by a pedestrian bridge owned and operated by the City of Providence.

About The Providence Foundation

The mission of TPF is to create an environment that is conducive to growth and sustained investment, making Providence the premier mid-sized city in the country. The Foundation achieves its mission by advocating for policies, facilitating with leaders and stakeholders, building consensus in the community and continuously recruiting new voices

The Foundation champions for productive downtown development and activation. Our work represents the interests of downtown business owners, property owners, residents, and nonprofit institutions. In all our efforts, we aim to embrace and reflect the diversity of our community.

About the Position

The District has partnered with The Providence Foundation to assist in transforming the new park into a vibrant and active public space that will serve as the center of activity in the District and surrounding area. It's envisioned the park will have regular programming, a food and beverage component, and accommodate several events throughout the year.

The Park Manager will oversee the day-to-day management of the park, including, but not limited to, programming, vendor management, contractor coordination, and budgeting. This position will report to the Executive Director of the Providence Foundation, however maintain a close relationship with I-195 Redevelopment District staff.

Responsibilities:

- Responsible for day-to-day management and operation of the park
- Manage staff and/or contractors responsible for park maintenance and activities
- Manage vendors in the park (food and beverage, events, etc.)

- Proactively facilitate park programming – seek partnerships, focus on low-capital cost efforts. Goal of three events weekly for summer, fall, and spring of first year, increasing from there.
- Oversee requests and implementation of events and programming in park, negotiate contracts, schedule
- Track park budget and report monthly to the District
- Establish and maintain community relationships
- Interface with other government entities
- Oversee 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.

Please submit application and resume by EOB on June 15, 2020

The Providence Foundation is an Equal Opportunity Employer
Candidates from diverse backgrounds are strongly encouraged to apply