



Park Program Coordinator (Part-Time, Seasonal)

About Providence Innovation 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 90 events on the calendar in 2022, 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 included concerts, community gatherings, art markets, conferences, family activities, fitness and movement classes, film screenings, and more. There are nearly 4,000 visits to the park each day and almost 1 million total visits last year. For more information about the Park, visit www.pvdinnovationdistrictpark.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 District development projects, visit <https://www.195district.com/>

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 Assistant 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.
- 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.

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 "**Park Program Coordinator**" in your subject line. Please submit your information no later than April 7th to be considered for this opportunity.

"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."

\$20 / hour