

DOWNTOWN DEVELOPMENT DISTRICT



NEW ORLEANS

Title

Parks & Public Space Coordinator

Report To:

Director of Operations

SUMMARY OF RESPONSIBILITIES:

The Coordinator shall coordinate and supervise programming and special events. This includes scheduled weekly programming (such as a fitness class or lunch time concert), and other special events.

QUALIFICATION STANDARDS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education

Associate's Degree

Experience may be substituted for education.

Requirements

At least three years experience in demonstrating strong relationship-building skills.

Experience with Client Relations Management (CRM) Software preferred.

Excellent oral/written communication, time management, and human relations skills.

Ability to work independently, planning and executing original ideas for programs and events.

Ability to maintain and manage relationships with vendors and consultants.

Ability to exercise sound judgment within established guidelines.

Proficiency in Microsoft Office Suite, Word, Excel, Outlook, PowerPoint.

Working knowledge of social media platforms.

Demonstrated ability to collaborate and work effectively in a team environment.

Ability to work evenings and weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Generate and implement new ideas for park programs, amenities and events.

- Manage relationships with programming partners and ensure the quality of classes, amenities, events and activities they produce.
- Supervise programming produced in-house and assist in creating and implementing it.
- Supervise the load-in and load-out of public and private events organized by third parties, and coordinate needs with operations staff.
- Fulfill plans for marketing, promoting and generating awareness of public space programs and events.
- Develop and manage programming budgets and financial reports.
- Assist in community outreach to increase park visitation and better calibrate the public space's programming to meet their needs and desires.
- Monitor and report public deficiencies to DDD and the City 311 Reporting System.

KNOWLEDGE, SKILLS AND ABILITIES

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential duties of the position, with or without reasonable accommodation, using some combination of knowledge, skills, and abilities:

- Ability to read the English language to fully comprehend work requests, caution notices, and similar written materials.
- Ability to prepare and analyze data, figures and transcriptions prepared on and generated by computer.
- Ability to work with fingers to pick, pinch, type and carry out substantial movements (motions) of the wrists and hands as requested.
- Ability to perceive the nature of sound with or without a correction. Ability to receive detailed information through oral communication and make fine discriminations in sound.
- Ability to exert up to 10 lbs. of force occasionally and/or a negligible amount of force to frequently or constantly lift, carry, push, pull or otherwise move objects including the human body; sitting most of the time; walking and standing are occasionally required.

SALARY RANGE

Range is between \$40,000 to \$45,000.