



## **Job Description - Public Space Coordinator**

The Detroit Riverfront is one of the most diverse gathering spaces in Michigan, and it has transformed the way our community comes together. Each year, roughly 3 million visitors experience the Detroit Riverfront, including the Detroit RiverWalk, the Dequindre Cut and associated green spaces. With more than 300,000 of those visitors participating in free or low-cost public programming on the RiverWalk or Dequindre Cut, activating our riverfront in an impactful way is critical to the Conservancy. **The Detroit RiverFront Conservancy seeks a Public Space Coordinator to assist us in achieving our mission of being a world-class gathering space for all.**

The Detroit RiverFront Conservancy was formed in 2003 as a 501(c)(3) organization with the mission of developing access on the Detroit International Riverfront. The entire vision is 5 ½ miles of revitalized riverfront property, from the Ambassador Bridge to Gabriel Richard Park, just east of the Belle Isle Bridge, and will include the construction of a continuous RiverWalk along with plazas, pavilions and green spaces. The Conservancy is responsible for the improvement, operations, security, maintenance and programming of the Detroit Riverfront in perpetuity.

The Detroit RiverFront Conservancy hosts more than 150 public program events throughout the year that are either facilitated by our programming team or by program partners. At these public programs, the Conservancy is proud to serve more than 300,000 visitors from all over SE Michigan and Detroit. The Public Space Coordinator will assist the programming team with the implementation of public program offerings and manage vendor relationships.

The Public Space Coordinator will be responsible for seeking and fostering vendor relationships for new public program offerings, assist in volunteer services and lead the day-to-day offerings of Conservancy public programs in conjunction with the programming team.

### **Major Duties and Responsibilities**

- Assist in planning DRFC public programs on Detroit RiverWalk and Dequindre Cut in areas of recreation, education, conservation and arts & culture
- Manage and implement a strategy with volunteers and interns
- Foster relationships with vendors and bid vendors for Detroit Riverfront programs and events
- Serve as point of contact for some public programming
- Create a process for potential space rentals for public and private third party events
- Coordinate the logistics for internal or external events with Operations team
- Work with DRFC programming team to create processes for public space management
- Negotiate costs and services with vendors
- Secure volunteers; manage the staff and volunteers working at the event with support from the DRFC Volunteer Manager
- Assist or take lead in setting up, breaking down, and managing registration and check in for programs
- Manage DRFC and stakeholder event calendars

- Assist with social media content and communications
- Assist with preparing budgets and provide periodic progress reports to staff directors for each event project
- Special projects as assigned

#### **Your background**

- Bachelor's degree in hospitality business, parks and recreation, public administration or non-profit management or a related field is preferred
- Experience with Word Press, Drupal or other website management systems
- Experience with Photoshop and proficient in Microsoft Office
- Ability to accomplish projects independently and manage projects simultaneously
- Exceptional interpersonal communications skills (phone, email, face-to-face)
- Fantastic customer service ethic and high expectations for quality
- Experience working with the public or public service
- Capacity to lift 20 – 25 pounds
- Ability to work weekends and weeknights as needed

#### **Who you are?**

- A champion and advocate for the Detroit RiverFront Conservancy's mission and our visitors
- Organized, meticulous and likes the details
- Works independently to craft position to best suit the needs of the Conservancy
- Knowledge or relationships with Detroit area event producers
- Ability to be decisive and communicate effectively in negotiations
- Possess a growth mindset with an openness to coaching and critical feedback
- Knowledge of the City of Detroit and enthusiasm to work in the City
- Dynamic self-starter with entrepreneurial spirit who can think strategically, with imagination, and possesses a good sense of humor with the ability to challenge and inspire
- Action-oriented, decisive, quick study with proven ability to think analytically
- Desire for growth professionally and impressing coworkers
- Ability to work well under pressure with persistence, perseverance, tenacity, integrity and patience

To apply for this position, please email your resume, cover letter, salary requirements and a list of three references as one pdf attachment to [careers@detroitriverfront.org](mailto:careers@detroitriverfront.org). In the subject of the email and name of your attachment, please type "Your Name – Public Spaces Coordinator." We will be accepting applications until March 23. Please no phone calls.

This is a full time salaried position and compensation package includes medical, dental, paid vacation, and 401K plan.

**The Detroit RiverFront Conservancy is an Equal Opportunity Employer**