

Job Description

Site Manager

The Detroit Riverfront Conservancy, Inc. was formed as a 501 (c) (3) with the mission of developing access on the Detroit International Riverfront. The entire vision is 5 ½ miles of Riverfront property, from the Ambassador Bridge on the west to Gabriel Richard Park, just east of the MacArthur Bridge to Belle Isle, and will include the construction of a continuous RiverWalk along with plazas, pavilions and green spaces.

The Conservancy is responsible for the improvement, operations, maintenance and programming of the Detroit Riverfront in perpetuity.

Site Manager Position will support the operation of multi-generational orientated public programs at Dequindre Cut Freight Yard (DCFY), coordinate two production assistants and assist at event supervision at other Detroit Riverfront Conservancy properties. She/he/they will be responsible for the weekend operations of DCFY including setup, AV and liaison for vendors and public programming. This position is seasonal and the work week runs Wednesday – Sunday with 30 hours weekly.

Duties and Responsibilities

- Coordinate public programming at DCFY including – Music, Comedy Shows, Art and festivals with DCFY operator Brut Detroit
- Serve as point of contact for public programming at Dequindre Cut Freight Yard
- Coordinate the logistics for supplies, program partners and facilities for programs
- Work with DRFC Volunteer Manager to schedule volunteers and manage event volunteers at programs
- Set and strike of materials and technology for DCFY as well as during event site supervision to ensure smooth operation for DCFY programs
- Assist with social media content and communications
- Serve as point of contact between DRFC staff and DRFC Production Assistants for various events and programming on Detroit RiverWalk, Dequindre Cut and DCFY.

Your background

- Background in hospitality business, parks and recreation, public service or music production or a related field is preferred
- Experience with sound A/V, musicians, back of house, or production work
- Experience with Google Docs and proficient in Microsoft Office
- Ability to accomplish projects independently, multi-task and adapt to changes in a fast-paced work environment.
- Exceptional interpersonal communications skills (phone, email, face-to-face)
- Fantastic customer service ethic and high expectations for quality
- Experience working in park service or public service
- Enjoy working outside in heat or cold and activating public space
- Capacity to lift 30 – 35 lbs.
- Must be able to stand for long periods of time
- Ability to work weekends and some weeknights – hours will be between Wednesday - Sunday, late April – September. Averaging 30 hours a week.
- Valid Driver's license is preferred.

Who you are

- A champion and advocate for the Detroit RiverFront Conservancy's mission and our visitors
- 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 possess a good sense of humor with the ability to challenge and inspire
- Action-oriented, decisive, quick study with proven ability to think analytically
- Ability to work well under pressure with persistence, perseverance, tenacity, integrity and patience

Site Manager is a non-exempt, seasonal, part-time position with 30 hours a week. Pay rate is \$15/hr. Season will begin in late April and run through mid-September. Work week for the Site Manager position will run Wednesday – Sunday.

To apply for this position, please send your resume, cover letter and a list of three references to careers@detroitriverfront.org as a single PDF, in the subject of the email please type your name – **DRFC Site Manager**. We will be accepting applications until Monday, March 25. Please no phone calls.

The Detroit Riverfront Conservancy values a diverse workforce and an inclusive culture. The Detroit Riverfront Conservancy encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.