Public Spaces Coordinator

The Detroit Riverfront is one of the most vibrant gathering spaces in Michigan. Each year, roughly 3 million people visit the Detroit Riverfront, with more than 300,000 of those visitors participating in free or low-cost public programming on the Riverwalk or Dequindre Cut. Conservancy public programs encourage visitors to experience the riverfront in new ways, from literacy programming to live music to winter fitness, an active Riverwalk brings our community together. The Detroit RiverFront Conservancy seeks a Public Spaces 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 Conservancy is responsible for the development, operations, security, maintenance and programming of the Detroit Riverwalk, Dequindre Cut and associated green spaces in perpetuity.

Each year, the Detroit RiverFront Conservancy hosts more than 150 public programs that are either facilitated by our programming team or by program partners. The Public Spaces Coordinator will be responsible for implementation of public programs by external partners and vendors.

The Public Spaces Coordinator will be responsible for seeking and fostering partner 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

- Planning and coordinating DRFC public programs led by partners and vendors on Detroit RiverWalk and Dequindre Cut in areas of recreation, education, conservation and arts & culture
- Foster relationships with partners and bid vendors for Detroit Riverfront programs and events
- Serve as point of contact for third party public programs
- Create a process for potential space rentals for public and private third party events
- Coordinate the logistics for external events with Operations team
- Work with DRFC programming team to create processes for public space management
- Negotiate costs and services with vendors
- Manage staff, program partners and volunteers working at the event
- 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
• One to three years of relevant work experience and/or internships in public programming, volunteer services or parks and recreation.
• 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
• Knowledge or relationships with Detroit area event and program producers
• Capacity to lift 20 – 25 pounds
• Ability to have a flexible work schedule - some weekend and weeknight will be required during busy season

Who you are?

• A champion and advocate for the Detroit RiverFront Conservancy’s mission and our visitors
• Organized, meticulous and likes the details
• 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
• 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 attachments to careers@detroitriverfront.org in the subject of the email, please type “Your Name – Public Spaces Coordinator.” We will be accepting applications until January 29th. Please no phone calls.

This is a salaried position and the compensation package includes medical, dental, 3 weeks paid vacation, and 401K plan.

The Detroit RiverFront Conservancy is an Equal Opportunity Employer