

Battery Park City Parks



**POSITION TITLE: 6 River Terrace Event Coordinator/Parks
Programming Leader**

DEPARTMENT: Parks Programming

GENERAL DESCRIPTION OF DUTIES

The 6 River Terrace Event Coordinator/Parks Programming Leader plays a critical role in determining the quality of park visitors' experiences while participating in public programs and special events. The 6 River Terrace Coordinator/ Parks Programming Leader advertises, plans, and executes rental events at 6 River Terrace, and oversees day to day relationships and communications with renters, vendors, cleaning service and Parks' staff. The position also assists in research, development, implementation and registration of current and new programs and revenue generating events and provides administrative support which ensures that all programs and events operate smoothly. This is a full-time position. Hours are flexible and will include some weekend days.

ESSENTIAL FUNCTIONS

The list of essential functions is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in this class. The omission of an essential function does not preclude management from assigning duties not listed if such functions are a logical assignment to the position.

6 River Terrace Event Coordinator

This position works closely with the Director and Senior Supervisor on the development and implementation of seasonal programs and rental initiatives such as birthday parties, meetings and other private gatherings suitable for 6 River Terrace. This individual will develop and implement strategies for marketing, bookings, planning, managing and supporting revenue-generating events. In addition, the Coordinator will successfully facilitate the implementation of BPCP 6 River Terrace rentals by performing administrative and support tasks including but not limited to:

- Maintaining the 6 River Terrace calendar of events, balancing rentals, BPC Parks programs, and community uses of the space
- Managing rental clients relationships through phone and email correspondence
- Establishing clear expectations for appropriate usage of the space
- Facilitating walkthroughs of the venue
- Processing rental paperwork and deposits; must be able to effectively develop and track event budgets and revenue
- Managing events on site including coordinating with outside vendors, as well as set up and cleanup of the space and turn over between rentals
- Scheduling cleaning and maintenance of the venue, including corresponding with outside vendors and creating requisitions
- Maintaining the space and keeping the equipment up to date and in working order
- Procurement as needed of upgrades to equipment suitable for rentals and programs

Parks Programming Leader

This individual must be able to work and coordinate with the Parks Programming Department staff through all phases of event planning; strategize and collaborate ideas for the BPC Parks Web Site, Facebook Page and Parks Programming Twitter feed, and Eventbrite.

In addition, the individual must be able to successfully facilitate the implementation of BPC Parks public programs by performing administrative and support tasks, including but not limited to:

- Creating purchase requests and managing programming equipment and supplies
- Managing BPC Parks Eventbrite, keep up to date with free programs, monitor responses and feedback
- Integrating BPC Parks Eventbrite email addresses to Mail chimp (mailing list), assist with mailings
- Strategize how to promote fee based programs and free public programs on appropriate websites, in print and online calendar listings
- Coordinating, through phone and email, registration for programs and classes including payment collection
- Track enrollment data and revenue
- Effectively creating detailed registration and attendance lists, updating as necessary
- Processing deposits and refunds; maintain communication with Finance Department.
- Promoting and tracking press for programs
- Assist with research, planning, and implementation of programs and events
- Assisting at seasonal programming events upon request

QUALIFICATIONS AND EXPERIENCE

- College Degree and two (2) years of experience working in revenue-generating public events, hospitality recreation, or a closely related field is essential
- Experience in planning, scheduling, advertising and supervision at private party events is highly desirable
- Excellent communication and decision making
- Willingness and ability to work with a team
- Computer skills (Word Processing, Microsoft, Excel)
- Strong verbal and written communication skills are essential
- Valid U.S. Driver's License required
- Experience in marketing and knowledge of social media platforms preferred
- Demonstrate the ability to keep simple books and financial transaction records
- Excellent organizational skills and ability to manage priorities
- Must also exhibit a strong sense of responsibility and excellent judgment

Please send resume and cover letter to: HR@bpca.ny.gov

Battery Park City Parks is an Equal Opportunity Employer.