

Battery Park City Parks

POSITION TITLE: Parks Programming Manager, Creative Arts and Events
DEPARTMENT: BPC Parks Programming

GENERAL DESCRIPTION OF DUTIES

The Parks Programming Manager, Creative Arts and Events plays a key role in preparing and facilitating Battery Park City Parks' vibrant and varied public programs and events, including live performance in the creative arts, such as music, art, creative movement and drama. The world-renowned parks and free events for visitors of all ages is a national and international model of excellence in urban planning. The Parks Programming Manager, Creative Arts and Events will provide direct delivery of event programming to the public, and perform a variety of supervisory, communications and administrative roles in support of these events.

A wide variety of programs and events for adults, teens and children are offered outside in the parks and indoors in managed community centers. Battery Parks City Parks programs and events focus on creative and performing arts, leisure and active recreation, environmental and nature appreciation and education. Programs offer entertaining and informal learning experiences in well-organized, relaxed, public environments staffed by trained professionals.

The Parks Programming Manager, Creative Arts and Events will fulfill multiple roles including leadership, coordinating and supporting roles in activities, classes and events depending on the nature and requirements of the specific program. Under the direction and supervision of the Director of Parks Programming, the Parks Programming Manager, Creative Arts and Events will provide administrative support which will ensure that programs and events are well-planned, executed responsibly, safely, and graciously to all park visitors.

This position will focus on the creation and production of creative public programs and special events in Battery Park City.

ESSENTIAL FUNCTIONS

The list of essential functions is representative of the tasks required in this position. On occasion, others will be added if required for the successful realization of a program or project.

EVENT PLANNING:

- Take ownership in planning and executing a portfolio of culturally enriching programs and events and ensure that they are delivered effectively and according to plan and budget.
- Serve as a guiding force in keeping Battery Park City a leader in providing culturally enriching public events with focus on live performance in the creative arts, such as music, art, creative movement and drama.
- Responsible for all aspects of planning special events, from conception through on-site management and execution.
- Managing and coordinating stage and sound production.
- Responsible for managing existing Battery Park City Parks events, as well as cultivating new programs and events.
- Responsible for coordinating event operations with other departments.
- Researching, and when possible attending cultural offerings in New York and reporting analysis of those events to the Director.

TRAINING AND LEADERSHIP:

- With support of the Director and Senior Supervisor, responsible for training and supervising new and returning supporting event staff.
- Teaching staff members the skills needed to act as event hosts, and leading the hosts in providing information about upcoming Battery Park City Parks programs and events, as well as collecting data that will increase parks programming outreach.
- Responsible for filing event attendance records and follow-up event reports.
- At times, assisting in and enforcing the safe set up, break down and cleanup of special event stages and equipment.

PROCUREMENT, INVENTORY, MAINTENANCE:

- Ensuring that event equipment and supplies are accounted for and inventoried on a regular basis.
- Responsible for following the proper procurement procedures for performers and event supplies and tracking through timely final payment.

COMMUNICATION:

- Must effectively and clearly communicate with the Director of Parks Programming, within the department, and between departments.
- Is proactive in establishing and maintaining clear, consistent and reliable on-going verbal and written communications with the staff.
- Writing effective memoranda, listening well, and explaining him or herself clearly.
- Assisting the Director by providing management reporting on project schedules, attendance levels and expenses.
- Must professionally represent Battery Park City Parks and the Battery Park City Authority, with clear, thoughtful and timely communication to colleagues, hired talent and the public.
- Establishing relationships with cultural institutions and exploring collaboration possibilities resulting in events held in Battery Park City.

MINIMUM TRAINING AND EXPERIENCE

- B.A. /B.S. degree in Arts, Social Science, or Education required. M.A. degree desirable.
- Must have a minimum of six (6) years of event work experience, including three (3) years of experience as person of record executing events that focus on live performance in the creative arts.
- Experience must include working with children in at least one of the following areas: arts, educational, environmental or cultural programming.
- Sensitivity to the special needs and interests of children and adults of different ages, abilities, and cultural backgrounds.
- Must have a sense of maturity, self-motivation, flexibility, strong sense of responsibility, and excellent judgment.
- Must be willing to work a flexible schedule, including weekends and overtime as needed.
- Superior verbal and written English communication skills are a must.
- Well organized and have the ability to work both individually and as a team member. Valid US driver's license required.

Please send resumes to: HR@bpca.ny.gov

Battery Park City Parks is an Equal Opportunity Employer and complies with all local, State, and Federal employment regulations.