



# Battery Park City Authority

POSITION TITLE: Programming Leader

Department(s) BPC Parks Programming

## **GENERAL DESCRIPTION OF DUTIES**

The Programming Leader plays a key role in preparing and facilitating Battery Park City Parks' vibrant and varied public programs. The world-renowned parks and free programming for visitors of all ages is a national and international model of excellence in urban planning. The Programming Leader will provide direct delivery of parks programming to the public, and perform a variety of administrative roles in support of these programs.

A wide variety of programs for adults, teens and children are offered outside in the parks and indoors in managed community centers. Battery Parks City Parks programs 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 Programming Leader 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 Associate Director of Parks Programming, the Programming Leader will provide administrative support which will ensure that programs and events are well-planned, executed responsibly, sustainably, safely, and graciously to all park visitors. This is a full-time position requiring flexibility of schedule as weekend and evening work are sometimes required based upon the calendar of programs and special events.

## **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.

### **Support and Production:**

- Will assume either a leadership, coordinating or supporting role in the implementation of programs and events.
- Researches and submits Programming event information to relevant online listing sites and platforms to promote public programs and events
- Maintains and organizes mailing and email distribution lists
- Monitors online content, and connections to Battery Park City
- Reviews BPCA online content to ensure accuracy
- Will be a knowledgeable host to visitors at information tables supporting programs and events
- Regular distribution of promotional materials (printed and digital) to organizations and businesses in Battery Park City as well as surrounding neighborhoods.
- Upkeep of kiosks, posters/postcard placement and A-frame signs throughout the parks
- Conduct tours of the BPC for new visitors and area organizations



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## **PROCUREMENT:**

- Will enter requisitions into the electronic purchasing system as needed.

## **COMMUNICATION:**

- Must effectively and clearly communicate with the Associate Director of Parks Programming, within the department, and between departments.
- Able to write effective memoranda, listen well, and explain him or herself clearly.

### MINIMUM TRAINING AND EXPERIENCE

- B.A./B.S. degree in Education, Recreation, Communications or related field or a minimum of (2) years of work experience in a similar field.
- Experience must include working with children in at least one of the following areas: the creative arts, athletics, education, or environmental/ nature 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.
- Strong verbal and written communication skills are a must.
- Well organized and have the ability to work both individually and as a team member.
- Must have the ability to lift up to 30lbs comfortably.
- Valid US driver's license required.

Please submit all resumes to: [HR@bpca.ny.gov](mailto:HR@bpca.ny.gov)