

DOWN AUSTIN TOWN ALLIANCE

Great downtowns don't just happen. They are built by people and organizations that care deeply about making downtown welcoming, vibrant, and vitally important to the culture of the city at large. The Downtown Austin Alliance embodies that spirit of collaboration and stewardship. Members of the Downtown Alliance represent the ownership of nearly 900 commercial properties in the Austin Downtown Public Improvement District (PID). Through leadership on major planning decisions, ongoing partnerships with stakeholders, direct services and impactful projects we work to ensure downtown Austin continues to be extraordinary.

The organization is seeking a Parks and Placemaking Director to lead the team for Republic Square park, and manage the production, partnerships and ideation for cultural-based placemaking and activations downtown. The ideal candidate is a strategic big picture thinker who works at a faster than average pace with an added focus on the tactical and practical aspects of the work. We seek a lively and incisive communicator who can work quickly, is highly organized, takes initiative, can manage multiple priorities and is driven to get things done.

To learn more about this exciting opportunity, review the complete job description below. Interested applicants must submit a cover letter, resume and references in pdf format to [Molly Alexander](#). Applicants must also take this [assessment](#) to be considered an applicant for this position. Deadline for round one applications is Friday, March 26, 2021 at 5pm.

Job Description

Job Title: Parks & Placemaking Director

Supervisor: Executive Director, Downtown Austin Alliance Foundation

FLSA Status: Exempt

Summary

Leads the management team for Republic Square park and manages the production, partnerships and ideation for cultural-based placemaking and activations that welcomes everyone to downtown Austin.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Leads the Republic Square team including the management of all park horticulture, hospitality, and vendor contracts
- Develops and manages the \$325,000 annual budget for Republic Square
- Serves as liaison with the City of Austin Parks & Recreation Department managing the Republic Square's management contracts
- Manages the park's reservation system, contracts, insurance and billing
- Manages logistic and hospitality support for the park and other placemaking programming and events
- Works in partnership with the Marketing Director to create and help execute an annual plan to build the brand of the park from hospitality, to programming, projects and the delivery of the overall end user experience
- Works with Operations Director to create and help execute a series of teams to serve hospitality, cleanliness and safety needs for the park and downtown
- Works with the Development Director to identify fundraising and grant opportunities for Republic Square and other activations and placemaking opportunities
- Works in partnership with the Executive Director, the Development Director, the Operations Director and the Marketing Director to execute the Foundation's annual goals related to the park, placemaking and cultural-based programming
- Develops and manages community partnerships for the park and other downtown place- based activations
- Evening and weekend work will be required
- Contributes to the efficiency of the organization by performing other duties and participating in special projects, as assigned.

Education and/or Experience

BA, BS or Master's Degree in Recreation Management, Urban Studies, Urban Planning, Hospitality Management or related field; ten years or more related experience which can include venue management, event production, community development, and/or training and certifications or equivalent combination of education and experience.

Supervisory Responsibilities

No direct supervision of staff at this time

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of of planning and design visualization tools such as: Adobe Suite, Sketchup, ArcMap, ArcGIS, MySidewalk, Mapbox, Google Earth and Google Maps.

Certificates, Licenses, Registrations

Certification through International Downtown Association (IDA), National Main Street (NSM), American Planning Association (APA/AICP), American Institute of Architects (AIA) or American Society of Landscape Architects (ASLA) (desired)

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently required to stand; walk; sit and talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential

functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.