

SEEKING QUALIFIED CANDIDATES

POSITION: *Manager of Public Space Engagement*
SALARY RANGE: \$50-60,000 (exempt, salaried position), effective immediately, plus potential annual bonus
REPORT TO: Lisa Middag, Director of Public Space Engagement
DEADLINE: Ongoing; interviews will begin in January 2023 until the position is filled

THIS POSITION COULD BE FOR YOU IF...

- *You love the people and energy of downtown Minneapolis and want to make a real difference in how others experience it.*
- *You enjoy organizing events and activities for an incredibly diverse range of people of all ages, from all walks of life.*
- *You see opportunities and ideas in all the storefronts, plazas, sidewalks, alleyways, buildings, streets and other downtown spaces.*
- *You appreciate a variable work schedule throughout the year.*
- *You value making connections with partners and finding opportunities to collaborate.*
- *You believe in the value of people connecting across difference to share downtown experiences.*
- *You are interested in impacting the way people perceive their personal safety downtown.*
- *You are willing to engage authentically in organizational efforts to create a more inclusive and equitable downtown.*
- *You are interested in supporting downtown's recovery.*
- *You want to work with an organization that believes in boldly trying things and making adjustments based on what we learn.*

POSITION SUMMARY

Responsible for managing a wide range of placemaking and activation that happens primarily in outdoor public spaces downtown. This work is centered in our organizational goals around supporting an inclusive downtown and addressing public space challenges in innovative ways to both develop new and adapt and implement existing public space engagement programs, including, but not limited to:

- *Nicollet Mall Farmers + Makers Market*—manage all aspects of market planning and deployment in collaboration with leadership, including determination of appropriate partners, program, event timing and cadence, etc.
- *Downtown Mpls Street Art Festival*—manage all aspects of this annual signature event, which takes place on the second weekend of August, including working closely with the Director of Public Space Engagement to determine and set the festival program.
- *The Alley Project*—support the program development and implementation for this new downtown public space in a converted alleyway.
- *Warehouse District Live*—support the program development and implementation of this new approach to engagement and public safety in our entertainment district, which takes place approximately monthly throughout 2023.

Program Planning and Implementation—This position manages the ideation, program development, and implementation (including program layout, setup, servicing, and tear down) of public space engagement activities throughout downtown. This position will:

- Apply for all necessary permits (food, sound, block events, etc.) and follow all required authorization processes. Attend permitting meetings, track requests, and relay information to relevant organizational staff.
- Determine and order needed supplies and equipment for public space engagement efforts, and maintain an equipment inventory, including conditions, repair and replacement needs.
- Supervise temporary staff/interns, as needed to support the program.
- Refine and develop strategies for evaluating program outcomes. Identify issues as they arise, and fine tune public space engagement efforts as needed in consultation with Director of Public Space Engagement, operations, livability, safety and other relevant staff.

Collaboration and Partnership—This position requires deep collaboration with both internal and external partners to develop and refine our programs, including:

- Work with organizational team, paid consultants/contractors, and a wide array of project partners and downtown stakeholders, to develop new and refine existing public space programs to ensure positive outcomes.
- Develop strategic partnerships with downtown businesses, employers, retailers, restaurants and bars, arts and sports venue presenters, hotels, educational institutions, and residences to inform and adapt public space programs for these audiences.
- Organize program planning meetings with both internal and external teams. Attend partner and stakeholder events/meetings. Advise organizational staff on opportunities for alignment and coordination, including operations, livability, safety and other programs.
- Respond to external public space requests (i.e., sampling, engagement, walk, parades, etc.), and follow up in consultation with Director of Public Space Engagement and other organizational staff (operations, events, communications, etc.) as needed.
- Advise Manager of Community Engagement (who is leading the effort) on an organization-wide downtown volunteer program. Advise on volunteer responsibilities and provide necessary training and guidance.
- Ensure all public space engagement programs are properly communicated internally to our operations and communications/marketing teams, including preparing content and collecting and sharing information for promoting activities.

QUALIFICATIONS

- High level of understanding of public space engagement challenges, including strategies and tactics, techniques for problematic spaces, design solutions, and the values and interests of downtown populations.
- Advanced expertise in interacting inclusively with diverse populations and communities.
- Familiarity with de-escalation and harm reduction strategies (training will be provided).
- Minimum two-year college degree or comparable experience in a related field (i.e., urban studies, community development, community engagement, community health, sociology,

cultural studies, anthropology, marketing, business, fine or liberal arts, design, landscape design, architecture, media, etc.) or equivalent professional experience.

- Ability to safely move, lift and assemble up to 50 lbs. of gear, signage, recreational and other equipment.

CORE COMPETENCIES

- Superb customer service, human relations, and interpersonal skills.
- A strong understanding and practice of organizational diversity and inclusion efforts.
- Ability to genuinely contribute to team efforts and respond respectfully to leadership guidance.
- Strong time and task management and project management skills.
- Effective written and oral communication skills.
- Professional level competency in MS Office, SharePoint, Teams, scheduling programs, etc.

ORGANIZATIONAL MISSION

The DID is a business funded non-profit that leads and collaborates to make downtown safer, cleaner and greener. The mission of DID is to preserve and enhance a vital and attractive downtown Minneapolis for the people who invest in, work, shop, visit and live here. Our flagship operational program is the Downtown Ambassador program—those people who wear the dark blue and tennis ball yellow uniforms and provide outstanding customer service on the streets of downtown. We convene people across sectors and jurisdictions to work on downtown issues, develop innovative solutions to complex public space challenges.

EOE/NON-DISCRIMINATION

DID and mdc are equal employment opportunity employers and do not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, sexual orientation, marital, family, veteran status or any other status or condition protected by applicable state or federal laws. The DID and mdc are committed to recruiting and hiring qualified individuals without regard to protected status and encourage minorities, women, individuals with disabilities and veterans to apply for open positions.

EMPLOYER OF RECORD

DID's administrative services (offices spaces, systems, staff, etc.) are provided to DID via a services agreement with the mpld downtown council (the "mdc"). This position will be an employee of the mdc serving to implement the DID. The mdc shares the same primary mission for downtown Minneapolis.

TO APPLY

Please send a letter of interest and your CV/resume to hr@mplsdowntown.com.