



## Programming Coordinator

<b>Classification / Work Schedule:</b>	Exempt, Full-Time
<b>Work Schedule:</b>	Mon-Fri., 8am-5pm
<b>Salary Grade/Level/Range:</b>	Salary commensurate with experience

### Job Summary/Objective

The Programming Coordinator will work directly with the Director of Public Space & Community Engagement and related team to organize and coordinate all facets of public space event programming. This position will act as the point of contact for all vendors, volunteers, and event staff. Requires excellent written & verbal communication skills. This role requires onsite presence at events to ensure smooth operations. Candidates must possess strong organization skills, ability to multi-task, meet deadlines, and work as part of a collaborative team.

### Essential Job Duties

- Develop a working knowledge of the complex aspects of all public space events, as well as an inventory of public space venues
- Assist with administrative duties to include, but not limited to, maintaining receipts & budgets, managing supplies, developing event schedules, creating invoices, and internal and external communication about public programming
- On-site execution of public space events and programs both annual and continuous
- Respond to inquiries related to public space activation
- Maintain and inventory event supplies at multiple storage facilities
- Maintain relationships with vendors and city departments
- Secure and manage volunteers and/or event staff
- Work with marketing to ensure all event details are communicated via social media platforms
- Proficient in proofreading with a keen eye for grammar, spelling, and accuracy with event details
- Requires flexible schedule with occasional early morning, evening hours, and/or weekends

### Statement of Other Duties Disclaimer

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities. Job duties may change at any time, with or without notice.

### Required Education and Experience

- Minimum 2 years event management/operational experience
- Excellent written and communication skills
- Excellent organizational skills
- Must be proficient with Microsoft Office programs, Outlook, and Constant Contact
- High School diploma or equivalent

### Preferred Education and Experience

- Some college or certification in event management or related field
- Knowledge of Business Improvement Districts & Downtown Tampa community



## About the Partnership

### Vision

Tampa Downtown Partnership is the leader in fostering a vibrant, diverse, 24-hour downtown neighborhoods in which to learn, live, work and play.

### Mission

The strategic mission of Tampa Downtown Partnership is to be the steward of downtown Tampa, while cultivating effective public/private partnerships to facilitate catalytic physical and economic development. Programs such as our Clean and Safe team and our transportation initiatives make accessing and navigating downtown an easy and enjoyable experience. As a membership organization, we are driven to serve the downtown business community and are empowered by what each member brings to our organization. Together, we strive to improve the collective downtown community, to be an active conduit of information and resources, to promote a shared vision for Tampa's Downtown, and create and implement the plans that support that vision.

The Tampa Downtown Partnership administers the Special Services District program through an annual contract with the City of Tampa. Through the Special Services District program, the Partnership works to promote the downtown experience through a multitude of initiatives such as marketing, business development, transportation, planning and beautification, as well as maintenance and safety with Tampa's Downtown Guides and Clean Team. The Partnership also works with numerous agencies to identify opportunities and facilitate opportunities for collaboration, advocacy, and strategic planning for issues related to Tampa's Downtown.

### Equal Employment Opportunity

The Partnership is an equal opportunity employer. It is the policy of the Partnership to provide equal employment opportunities to all employees and applicants for employment without regard to race, creed, color, age, sex, religion, disability/handicap, pregnancy, childbirth, or related medical condition, citizenship status, service member status, sexual orientation, gender identity or expression, familial status, marital status, national origin, genetic information, or any other category protected by law in all employment practices

### Additional Compensation

Fully paid Health and Dental Benefits  
Life Insurance  
Disability Insurance  
Matching 401K  
Paid Personal Time Off  
Commuter Transportation Allowance

### Application Information

Resumes and cover letters should be emailed directly to Rachel Radawec, Director of Public Space and Community Engagement, at [rradawec@tampasdowntown.com](mailto:rradawec@tampasdowntown.com). Only candidates meeting qualifications need apply. Phone calls will not be accepted. Position will remain open until filled.