



# JOB DESCRIPTION

POSITION TITLE	LOCATION	REPORTS TO
Placemaking Manager	Louisville, KY	Executive Director
EMPLOYMENT STATUS	FLSA STATUS	EFFECTIVE DATE
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	2024

### POSITION SUMMARY

The Placemaking Manager is responsible for creating public spaces that attract residents, employees, and visitors to patronize Downtown by managing initiatives related to public space enhancements and implementing projects that support the business and property owners and priorities of the Louisville Downtown Partnership.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Develop and implement beautification initiatives and public art projects that assist with improvement and activation of underutilized public spaces and event support/programming for Louisville Downtown public spaces.
- Coordinate all aspects of approved projects in accordance with the organization’s established procedures, including private and public partners, managing project deadlines and expectations, conducting due diligence while work is in progress, and following up on project completion.
- Establish and nurture partnerships with Downtown strategic partners like property owners, local businesses, community organizations, and other relevant entities to enhance the aesthetics, operations, and activation of the public realm.
- Collaborate closely with the relevant operating Departments of city government (notably Parks, Public Works, Planning and KYTC) to leverage partnerships and ensure seamless coordination.
- Manage memoranda of understanding (MOUs) and operating agreements with the city and others, including negotiation and adherence to terms and conditions.
- Foster an environment of public/private partnership.
- Seek funding through grants and private sponsorships.
- Perform other duties as assigned related to the position description herein.

### QUALIFICATIONS AND REQUIREMENTS

- Minimum Bachelor degree in relevant field of urban planning, landscape architecture, design or equivalent experience with project management
- 2-4 years of experience in project management of public realm
- Excellent interpersonal and communication skills for effective partnership development
- Detail-oriented and organized, with good time management skills
- A motivated self-starter
- Must be able to work in a demanding work environment with deadlines
- Passion for contributing to the vibrancy and growth of Downtown Louisville. The successful candidate must creatively and practically consider context sensitivity to effectively implement projects that respond to Louisville’s growing and diversifying population
- Proficiency with Microsoft office suite, Adobe Photoshop, Illustrator and InDesign

**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.

To perform this job successfully, the employee is frequently required to communicate with others; listen; remain in a stationary position, often sitting or standing for prolonged periods of time; walk; use hands to grasp, handle or feel; and reach with hands and arms. The employee is frequently required to lift and/or move up to 20 pounds without assistance.

**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.

This position operates primarily in an indoor office environment with controlled temperatures. Commonly used equipment and tools include telephone, computer, and other office equipment such as copiers, fax machines, as needed. The position also requires frequent visits to exterior job sites and meetings with clients, sponsors, etc.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

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**JOB TYPE:** Full-time

**PAY RANGE:** \$75,000 - \$85,000

**BENEFITS:**

- 401(k)
- Health Insurance
- Dental insurance
- Vision insurance
- Health savings account
- Life insurance
- Short-Term/Long-Term Disability Insurance
- Paid time off
- Paid employee parking

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**TO APPLY:** Cover letter and resume should be addressed to Ms. Rebecca Fleischaker, LDP Executive Director, and emailed to Amy Olds, [AmyO@hraffiliates.com](mailto:AmyO@hraffiliates.com).