



Park Program Coordinator (Part-Time)

About 195 District Park:

195 District Park (Park) is an approximately seven-acre open space along the Providence River on either side of the Michael S. Van Leesten Memorial Bridge in downtown Providence. It is heavily programmed with nearly 300 events in 2024 and two seasonal, semi-permanent food and beverage establishments that include a beer garden with a food truck program and an ice cream vendor. Events include concerts, community gatherings, art markets, conferences, family activities, fitness and movement classes, film screenings, and more. There were nearly 4,500 visits to the park daily and 1.8 million visits last year.

The Park is owned and operated by the I-195 Redevelopment District (the District). The District is developing a freestanding pavilion in the Park with year-round food and beverage service and support space for the park; the project is expected to be completed in 2025.

For more information about the Park, visit www.195districtpark.com.

About the District

The District is a quasi-public state agency created in 2011 to oversee the redevelopment of the land made available in downtown Providence as a result of the relocation of Interstate 195. The District's mission is to develop the former 195 land in Providence to create a thriving innovation district and neighborhood that attracts investment and fosters economic growth and opportunity.

To learn more about the District visit www.195district.com.

Position Summary

The Park Program Coordinator supports the Park staff with the day-to-day programming initiatives in the Park. Responsibilities include but are not limited to: on-site support before, during, and after Park events, preparing the Park for daily usage, serving as a Park representative for visitors and program partners, assisting with the execution of Park programming, and monitoring the Park for maintenance issues. Park programs range

from small-scale art installations and performances to large-scale cultural events (on a scale of 20 to 50,000 anticipated attendees) such as private event rentals, children’s programming, art festivals, live music events, and conferences. The Park Program Coordinator will report to the Assistant Park Manager. The position is part-time and seasonal between late April and November with the prospect of returning for winter month events.

Responsibilities

- Assist with the setup, delivery, breakdown, and clean-up of events and daily Park activities, including Park furniture, lawn games, and other passive programs.
- Monitor the use of passive programs and engage Park visitors.
- Assist in monitoring the Park for regular maintenance issues and report these issues as they arise.
- Serve as a public-facing ambassador for the Park and staff the Park information table, sharing Park marketing material, such as a Park program schedule, and social media platforms.
- Data collection: generate attendance reports and solicit feedback regarding the Park and programming initiatives.
- Help organize and maintain the Park storage and inventory systems.
- Be flexible in approach and be able to work outside of role in support of other team members in a broad range of work-related activities.

Key Competencies

- Ability to follow and enforce Park policies and procedures.
- Strong communication skills among various audiences, including community members, partners, and vendors.
- Comfortable with a public-facing role that engages users of the Park and works alongside programming partners to execute events.
- Display professionalism and a “people first” attitude.
- Resourceful team player, with the ability to problem-solve as things arise.
- An interest in open spaces, placemaking, and events.

Professional Qualifications

High School Diploma (Bachelor’s degree preferred) with at least (1) year of experience in a similar role. Must be able to work outdoors for extended periods of time performing manual labor. Ability to lift 50 pounds. Proficient in Microsoft Suite, Adobe Acrobat, and Outlook. Experience with A/V equipment ideal.

\$20 / hour

The District welcomes and encourages diversity in our workforce at all levels of the organization. We provide equal employment opportunities to all employees and applicants for employment and prohibit hiring discrimination of any type. All District hiring decisions are made without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Resumes with cover letters should be sent to questions@195district.com.