

waterloo greenway

Position Job Description

- I. **TITLE: Programming and Events Manager**
FLSA: Exempt

II. **ORGANIZATION AND POSITION SUMMARY:**

Waterloo Greenway is a 1.5-mile urban park system supported by a public-private partnership between the City of Austin and Waterloo Greenway Conservancy (WGC). Once complete, the 35 acres of connected green space will be home to a wild array of natural and cultural destinations. The park system is being planned, designed, and built in three phases of geographic milestones. Phase 1 opened in August 2021 and includes Waterloo Park and the Moody Amphitheater. Amid epic gardens and rolling pathways, and a twinkling Waller Creek that links them, the environment, arts, health, and adventure will converge and nourish authentic and uplifting experiences that reflect our city's diversity.

WGC is seeking a motivated and experienced Programming and Events Manager to play a key role in creating and producing high-quality public programs throughout the Waterloo Greenway (WG) park district. This person will be a hands-on event coordinator with a knack for logistics and keen attention to detail supporting public engagement through events and programming for WG community and ticketed events in the Waterloo Park Moody Amphitheater and additional programming in WG spaces including signature events such as Creek Show. This position reports to the Director of Programming.

III. **ESSENTIAL FUNCTIONS:**

- All work is performed with a direct reflection of the mission and values of WGC while emphasizing Diversity, Equity and Inclusion (DEI) across all levels of the organization
- **Event planning and production:**
 - Support the Director of Programming in planning and executing programming and events in the WG district including Waterloo Park and Moody Amphitheater
 - Manage events of various scales from beginning to end including but limited to scheduling, budgeting, booking venues, coordinating a/v and rentals, managing permitting, hiring necessary vendors, and managing logistics
 - Coordinate with team members (internal & external) that have marketing & communications duties to create execution plans for events
- **Rental program and venue planning:**
 - Manage existing rental opportunities in the WG district including Waterloo Park and Moody Amphitheater
 - Manage standardize pricing, rental agreements, and operating procedures for current and future rental properties

- **Public program development and education initiatives:**
 - Develop new programs in priority program areas such as arts & culture, environmental education, and healthy communities
 - Support opportunities to partner with local non-profits on educational, volunteer and internship efforts including: education initiatives in partnership with primary education school district partners, higher education partners, academic service learning/experiential learning and initiatives associated with the Environmental Strategic Plan

IV. OTHER ACCOUNTABILITIES:

- Build and maintain relationships with partnering organizations
- Support activities of the board of directors
- Other duties as assigned

V. PHYSICAL DEMANDS AND WORK ENVIRONMENT:

This job is primarily performed in an indoor office environment, requiring the candidate to remain in a stationary position over 50% of the time. During events, this person may be required to lift heavy objects and stand for long periods of time; this is not essential and reasonable accommodations will be made if the person is not able to meet this requirement. This person occasionally works in outdoor weather conditions. Reliable transportation is required to attend frequent meetings off-site.

Evening and weekend hours are required.

VI. QUALIFICATIONS - EDUCATION AND EXPERIENCE:

- Minimum qualifications
 - Bachelor's degree from accredited four-year college or university
 - 3+ years of experience in event planning and/or public programs
 - 3+ years of experience in a non-profit organization and with public-private partnerships
- Preferred qualifications
 - 5+ years of experience in a non-profit organization and with public-private partnerships
 - 2+ years of experience in DEI initiatives
 - Bilingual (Spanish / English)

VII. COMPENSATION:

Competitive compensation, dependent on experience. Medical, vision, dental and life insurance benefits. Generous PTO, vacation, and sick-leave policy. IRA with organizational match. Salary Range: \$60,000+ depending on qualifications.

VIII. TO APPLY:

Qualified applicants are invited to submit a resume, cover letter, and contact information for at least three professional reference via email to jobs@waterloogreenway.org.

Applicants for employment in the U.S. must possess work authorization which does not require sponsorship by the employer for a visa.

EQUAL EMPLOYMENT OPPORTUNITY

Waterloo Greenway strongly supports equal employment opportunity for all applicants regardless of race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, genetic information, or any other characteristic protected by state or federal law.

HIRING PRACTICES

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.