

Public Space Coordinator

About the Downtown Detroit Partnership (DDP) and the Detroit 300 Conservancy

The Downtown Detroit Partnership (DDP) is the leading advocate for Downtown Detroit. We are a member-based nonprofit committed to creating a vibrant and sustainable urban core in Downtown Detroit. Working in partnership with corporate, philanthropic and government entities, the Downtown Detroit Partnership plans, manages and supports Downtown Detroit through diverse, resilient and urban initiatives.

The Detroit 300 Conservancy, an affiliate of the DDP, was established in 2001, as part of the City of Detroit's 300th Birthday. Established in 2004, Campus Martius Park, Detroit's Gathering Place and Downtown centerpiece, is a legacy gift to the city of Detroit from the Detroit 300 Conservancy, the nonprofit organization that designed, built, operates and programs the park through businesses, foundations and individual donations. The internationally recognized Campus Martius Park has helped catalyze Downtown Detroit's transformation with over \$1 billion of new investment. In addition to Campus Martius Park, the conservancy also manages and programs Capitol Park, Grand Circus Park and Paradise Valley's Beatrice Buck Parks.

Job Description:

The Downtown Detroit Partnership (DDP) is seeking an experienced, take charge professional with the ability to manage administration and logistics in a busy events environment. The Public Space Coordinator will support the Parks Director with primary support for rental and sponsor events, as well as DDP-produced events, as necessary. The ideal candidate is able to anticipate project needs, discern work priorities, meet deadlines with little supervision and is willing to work evenings and/or weekends as needed. Event management experience is required. This is not an entry-level position. The Public Space Coordinator should have a love for event management, provide outstanding customer service, be an enthusiastic professional, and be able to build relationships with internal and external customers.

Primary Responsibilities

1. Coordinate rentals and events for all DDP park locations.
2. Support management in all aspects of a full-service event and programming organization.
3. Respond to general inquiries via email and phone.
4. Create park rental budgets for clients and ensure that proposals, contracts, pre-payment forms and deposit information are prepared and sent out.
5. Track deposit due dates and collect deposits according to the venue policy.
6. Maintain the filing system and manage collateral inventory and office supplies. Handle mailings.
7. Perform pre-function activities, such as site tours and planning sessions.
8. Prepare event orders, timelines and site plans.
9. Determine internal programming and operations support needed for client rentals and coordinate activity between all internal departments and outside vendors.
10. Coordinate day-of events with clients.
11. Assist with various city and other permit requirements.
12. Attend weekly programming and operations meetings.
13. Maintain complete knowledge of: all park features and services; all area rates; daily, monthly and annual schedules and availability; and all operations department policies and service procedures.
14. Maintain knowledge of industry trends, and bring new ideas to the venue.
15. Provide friendly, courteous, professional services at all times.

Qualifications

Required

- Bachelors or Associates Degree with emphasis in hospitality preferred.
- 3 years previous hospitality experience in a hotel, resort or club. Event and sales experience is required. This is not an entry-level position.
- Experience developing and managing individual event budgets.

Core Competencies

- Must be computer literate and have excellent Microsoft Office Suite and Internet skills. Knowledge of Salesforce is a plus.
- Excellent verbal and written communication skills, organization, ability to multitask in fast-paced environment.
- Must be proactive, self-motivated, energetic and an excellent team player.
- Must be independent and organized.