

Programs Manager
Downtown Partnership of Colorado Springs

Position title: Programs Manager

Reports to: President & CEO

Status: Full-time, exempt

Summary description of position: The Programs Manager stimulates the economic and cultural life of Downtown Colorado Springs by initiating and managing experiences that activate the urban environment through public art and special events, and events that further brand awareness of the city center. The Programs Manager also serves as liaison for Downtown's role as a state-certified Creative District, and helps to ensure adequate resources for programming.

Qualifications:

- Bachelor's degree.
- At least five years' professional experience in arts administration, public art management, event planning, fundraising.
- Strong interpersonal communications skills.
- Demonstrated experience in program implementation and management.
- Passion for Downtown Colorado Springs, urbanism and the mission of Downtown Partnership.

Competencies:

- Self-motivated, adaptable, creative thinker and problem solver.
- Budgeting and financial acumen.
- Highly organized and strong attention to detail.
- Respect for artists and artistic freedom.
- Respect for a diversity of cultures and people.
- Some evening and weekend work.
- Computer proficient, in particular Microsoft Office Suite and Adobe Creative Suite.

Essential job functions:

Oversee Urban Activation programs:

- Art on the Streets
 - Administer call for entries and selection of jurors.
 - Manage installation and deinstallation of artworks, with assistance from Public Space Manager – to include site selection, city permitting, equipment rental, engineering review, and hiring and managing contractual staff.
 - Serve as liaison to participating artists and ensure positive artist experience.
 - Manage Launch Party, with assistance from Administrative and Membership Coordinator.
- Other Urban Activation programs, to include: walking, cycling and photography tours; other public art initiatives; First Friday gallery walks; street performances; other seasonal activity that activates public spaces. This includes booking talent, managing contracts and payment procedures, obtaining proper permits.

- Oversee promotion of Urban Activation programs, including print collateral, media outreach, social media, new marketing possibilities, with assistance from Director of Communications.
- Secure resources for Urban Activation programs, to include grantwriting, individual donor campaigns, corporate sponsorships, with assistance from President & CEO.
- Prepare and manage budgets for Urban Activation programs, ensuring programs meet budget goals.
- Develop opportunities to commission public art and integrate art into the planning processes of streetscape, median and alleyway designs.
- Identify new programs, projects and opportunities to enhance the Downtown experience through arts and active lifestyles.

Oversee or support Brand Awareness programs:

- City Center speaker series: Serve in a support role to secure speakers, manage contracts, book venues, publicize series, ensure resources for program.
- Urban Living home tour: Serve in lead role to launch new program spotlighting urban living experiences.
- Annual Breakfast: Serve in support role for signature Downtown Partnership event.

Serve as Downtown liaison for all major events occurring in city center:

- Attend monthly city special event meetings.
- Advocate for appropriate adherence to procedures for meter hooding, event footprint, event timing, etc.
- Gather and post related closures, routes, etc. on website.
- Send event notice communications to Downtown stakeholders.
- Collect any after-action event comments and report to city Event Department.

Serve as liaison for state Creative District designation:

- Compile and manage relevant data on attendance, employment, sales, etc.
- Serve as Creative District liaison to the state and prepare reports as required by state.

Other:

- Gather monthly listing of Downtown activities for monthly event flyers and posters
- Fulfill requests from event organizers regarding Downtown collateral, materials, booth attendance, etc.
- Other duties as assigned.

About Downtown Partnership of Colorado Springs

Downtown Partnership ensures that Downtown Colorado Springs serves as the economic, civic and cultural heart of the Pikes Peak region. A 501c4 umbrella organization, Downtown Partnership also manages the contracts for service with the Greater Downtown Colorado Springs Business Improvement District, the Downtown Development Authority and the 501c3 nonprofit Downtown Ventures.

To apply

Deadline to apply: 5 p.m. May 6, 2016. Send resume and cover letter to info@downtowncs.com. No phone calls, please.

Downtown Partnership of Colorado Springs is an Equal Opportunity Employer.