



Job Title: Project Manager

Supervisor: Vice President Active Urbanism

FLSA Status: Exempt

Job Description/Summary:

Manages programs and activations that ignite, attract, and cultivate the authentic arts, culture, music, nature and sense of place in Downtown Austin. Working closely with local businesses, community organizations, and city staff, the Project Manager will play a key role in creating a thriving and dynamic public realm in the heart of the city. You will be tasked with managing programs to support the organization’s strategic direction, including ideation, program development, and implementation.

This is a full-time (40 hours per week) exempt position. Our standard office hours are Monday through Friday 9:00 am – 5:00 pm. Each role at the Downtown Austin Alliance is based at our physical office in the heart of downtown Austin. As stewards of downtown Austin, we look for talent that wants to be part of our local, collaborative community. We work in a hybrid model, with 3 days a week in the office as our baseline, with Tuesdays as our in-office day for the entire team. We offer a flexible work schedule. However, due to the nature of the work we do occasional evening and weekend work may be required to meet deadlines or events.

Essential Duties and Responsibilities

- Implement a calendar of events and programming that engages the community and activates public spaces in alignment with our Active Urbanism strategic priority.
- Manage all park events, activations, operations, and hospitality coordination.
- Develop strategic partnerships with downtown businesses, employers, retailers, restaurants and bars, hotels, educational institutions, and residents to inform and adapt public space programs for these audiences.
- Coordinate with local businesses, community organizations, and city staff to plan and execute events and programs.
- Manage the logistics and coordination of programs and activations, including planning, permitting, execution, on site assistance, and debriefing. Prepare, send, and file operational contracts.
- Assist with the ideation and production of *Writing on the Walls*, a mural arts program and festival for downtown Austin.

- Assist in event preparation for Downtown Austin Alliance signature events.
- Ensure all public space engagement programs are properly communicated internally to our operations and communications/marketing teams, including preparing content and collecting and sharing information for promoting activities.
- Help evaluate the success of programs and activations. Ensuring goals are met in areas including customer satisfaction, safety, quality, and team member performance and use data and feedback to inform future planning.
- Provide programming and event support for downtown activations and placemaking activities, including volunteer management and on site support.
- Organize and elevate programs and activities in accordance with the mission and the strategic goals of the organization.
- Suggest and implement processes to improve efficiency and ensure consistency of service.
- Assist in planning and attend committee meetings as needed to communicate project issues and decisions on services.
- Evening and weekend hours will be required.

Supervisory Responsibilities

Directly supervises the Activation Coordinator. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and, resolving complaints.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Exceptional organizational skills and attention to detail.
- Excellent project management and time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Excellent with Microsoft Office Suite or similar software with the ability to learn new or updated software.

Education and Experience:

- Bachelor's degree in Business Administration, Project Management, or related field preferred.
- At least two years of related experience required.

Physical Requirements:

- While performing the duties of this Job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.
- The work environment for this role is both indoors and outdoors. Employee is expected to work in all weather condition given various functions and deliverables.
- 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.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Compensation & Benefits

Salary range **\$62,000 - \$69,000** with bonus plan eligibility after the successful completion of annual goals.

- 401K non-elective contribution of 3% plus additional 2% employer match with employee elected
- contribution
- Employer-paid employee coverage for medical, dental, and vision
- Employer-paid Life Insurance
- Employer-paid Short/Long Term Disability
- 20 days of Paid Time Off
- 10 paid holidays (including one floating personal day)
- Paid winter break from December 26 – December 31st
- Summer Fridays
- Paid Parental Leave
- Cell phone stipend
- Commuter benefits
- Bikeshare membership
- Professional Development
- Onsite Gym
- Fully stocked kitchen with beverages & snacks

Employee Signature

Date

Supervisor Signature

Date