



**Battery Park City Parks Conservancy
POSITION DESCRIPTION**

**POSITION TITLE: 6 River Terrace Event Coordinator/Parks Programming Leader
DEPARTMENT(s): Parks Programming**

GENERAL DESCRIPTION OF DUTIES

The 6 River Terrace Event Coordinator/Parks Programming Leader plays a critical role in determining the quality of park visitors' experiences while participating in public programs and special events. The 6 River Terrace Coordinator/ Parks Programming Leader advertises, plans, and executes rental events at 6 River Terrace, and oversees day to day relationships and communications with renters, vendors, cleaning service and Parks' staff. The position also assists in research, development, implementation and registration of current and new programs and revenue generating events and provides administrative support which ensures that all programs and events operate smoothly. This is a full-time position; hours are flexible and will include some weekend days.

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in this class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

6 River Terrace Event Coordinator

Works closely with the Director and Foreperson on the development and implementation of seasonal programs and rental initiatives such as but not limited to: birthday parties, meetings and other private gatherings suitable for 6 River Terrace.

Develops and implements strategies for marketing, booking, planning, managing and supporting revenue-generating events.

Successfully facilitate the implementation of BPCPC 6 River Terrace rentals by performing administrative and support tasks including but not limited to:

- Maintaining the 6 River Terrace calendar of events
- Managing rental clients relationships through phone and email correspondence
- Facilitate walkthroughs of the venue
- Processing rental paperwork and deposits, Must be able to effectively develop and track event budgets and revenue.
- Manage events on site
- Scheduling cleaning and maintenance of the venue, including corresponding with outside vendors and creating requisitions

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Parks Programming Leader:

Must be able to work and coordinate with the programming department staff through all phases of event planning.

Must be able to create (research, write, edit, and organize drafts for review), update and keep track of past, present and future press releases for parks programs and events as well as maintain an up to date media contact list. Must be able to strategize regarding the BPCPC Web Site, Facebook Page and Parks Programming Twitter feed.

Must be able to successfully facilitate the implementation of BPCPC public programs by performing administrative and support tasks, including but not limited to:

- Creation of purchase requests and subsequent management of programming equipment and supplies
- Coordinating, through phone and email, registration for programs and classes including payment collection
- Effectively creating detailed registration and attendance lists, updating as necessary
- Processing deposits and refunds
- Promoting and tracking press for programs
- Updating department directories such as mailing and press lists, phone lists, and performer directories
- Assisting at seasonal programming events upon request

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position, and may also be performed by other unit members.

Perform related duties as directed by the Director of Parks Programming including but not limited kitchen and snow duty.

QUALIFICATIONS AND EXPERIENCE

College Degree and two (2) years experience working in revenue-generating public events, hospitality recreation, or a closely related field is essential.

Experience in planning, scheduling, advertising and supervision at private party events is highly desirable.

Computer skills (Word Processing, Microsoft, Excel)

Great English language verbal and written communication skills are essential.

Valid U.S. Driver's License required.

Demonstrate the ability to keep simple books and financial transaction records.

Excellent organizational skills

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Must also exhibit a strong sense of responsibility and excellent judgment.

Battery Park City Parks Conservancy is an Equal Opportunity Employer and complies with all local, State, and Federal employment regulations.

Please send cover letter and resume to: HR@bpca.ny.gov

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