



PROGRAMMING & EVENTS MANAGER

The Houston Downtown Management District (Downtown District) has facilitated many of the public and private projects that have transformed downtown over the last decade and a half. To accelerate the renewal of the city's urban core, the Downtown District set several important goals with quality of life as the underlying theme: building a lasting constituency for Downtown; recruiting investors, retailers and tenants while retaining those already Downtown; making downtown clean, safe and attractive; and promoting Downtown as the place to live, work and play.

Central Houston, Inc. is the primary provider of personnel to the Downtown District and is an equal opportunity employer, encouraging applicants from a diversity of backgrounds. More information on both entities and downtown can be found at the following websites: centralhouston.org, downtowndistrict.org and downtownhouston.org

JOB DESCRIPTION

The Downtown District aims to enhance Downtown public spaces by creating thoughtful and innovative programming that enlivens unique areas throughout Downtown Houston, specifically on nights and weekends.

Since 2010, the Downtown District has successfully operated and programmed Market Square Park, and the result has been transformative for the Historic District neighborhood. In March 2021, we ground broke on Trebly Park, located in the southern neighborhood of Downtown; once complete (spring 2022), the Downtown District will be responsible for operations and programming. In addition, we are spearheading Downtown events such as the Annual Downtown Home Tour, Heartmade Art Market, DIY Downtown and an ongoing art initiative called Art Blocks.

The Programming Manager will be tasked with building upon our current efforts and initiating and implementing additional programs that enliven Downtown and create a mixture of environments where people live, work, and enjoy the urban lifestyle with an interesting, exciting and inspiring range of activities and experiences. The position requires someone that has initiative, is solution-oriented and has a ton of creative ideas. Work hours vary: evenings and weekends required. The Programming Manager will report to the Director of Marketing.

RESPONSIBILITIES

- Develop and manage programming activities for the Downtown District
- Propose new ideas to improve the programming and implementation process
- Develop site maps, timelines and budgets for Downtown District programming activities
- Contract with, supervise, schedule and oversee vendors
- Manage artist, vendor and entertainment agreements
- Outreach and work closely with Downtown businesses, property owners/managers, venues and their representatives
- Communicate and coordinate programming scheduling and staffing with Operations staff and onsite park vendors

- Communicate and coordinate programming scheduling with City of Houston (MOSE, Public Works, Fire, Health, ARA and others as needed)
- Assist with marketing, promotions and generating awareness of all programming activities
- Identify potential programming partners in order to leverage Downtown District budgets
- Serve as a highly visible and enthusiastic public-facing representative of the Downtown District and model friendly and attentive customer service for other staff.
- Other duties as assigned; Marketing staff work together as a team and frequently assist each other in every department when needed

QUALIFICATIONS

- Bachelor's degree in Communications, Marketing or related field from a four-year university or college
- Five to 10 years of event management experience
- Candidates should have supervisory experience.
- Excellent verbal, written and interpersonal skills
- Proactive team player with great initiative
- Great collaborative attitude and enjoy cultivating relationships
- Experience managing multiple projects simultaneously and meeting deadlines
- Able to deal with frequent changes, delays or unexpected events
- Able to make decisions, using sound judgment and logical reasoning often under pressure, and to take responsibility for actions
- Ability to recruit, manage, and supervise staff and volunteers
- Ability to work flexible hours (evenings, weekends)
- Physically able to work outside in a variety of weather conditions for on-site supervision of park staff, events and programs.
- Proficient with social media platforms, MS Office Products, Word, Excel, and PowerPoint
- Some knowledge of Adobe Products is helpful
- Strong familiarity with the greater Houston area and Downtown a plus

CONTACT

Salary range is contingent upon knowledge and experience. Full benefits, including group health insurance, transportation allowance, and an employer-matching 401k plan are offered. For initial application, begin with sending a resume by email to jstraywick@centralhouston.org.

Central Houston, Inc. is an equal opportunity employer providing staff support to Central Houston, Central Houston Civic Improvement, Houston Downtown Management District, and the Downtown Redevelopment Authority.