



Rose Kennedy Greenway Conservancy

Title: Project Coordinator

Type of Position: Full-time, non-exempt

Reports to: Director of Maintenance and Capital

The Rose Kennedy Greenway Conservancy is seeking a highly motivated and reliable individual for a full-time position as Project Coordinator within the Maintenance Department. The Maintenance Department is responsible for the efficient and sustainable maintenance of all hardscape elements of The Greenway while providing a safe environment for the public to enjoy as well as maintaining all Greenway vehicles and facilities.

The primary role of the Project Coordinator is to oversee work and maintenance on The Greenway Carousel, including annual cleaning, infrastructure updates and large capital repair projects. This role will also assist the Capital Projects Manager in additional improvement projects on The Greenway and will occasionally work on field operations in maintaining, repairing, cleaning, and installing hardscape elements throughout The Greenway.

The ideal candidate would have project management skills and experience in working with contractors for planned work and troubleshooting. This is an opportunity to join a dynamic, young organization and help with placemaking efforts in a premier public space.

Responsibilities

- Act as the point-person for all Carousel repairs, maintenance and operational considerations. Work closely with the Programs Department.
- Schedule and oversee annual Carousel maintenance work, including railing/ticket booth staining, cleaning, paint touch-ups, hardware repairs, and light and sound checks. Ensure Carousel is ready for inspection and opening each March and is safely shut down each January.
- Troubleshoot unforeseen Carousel maintenance issues, including light and sound glitches, mechanical issues and computer malfunctions. Work closely with the Carousel's contracted Certified Maintenance Mechanic, our operating vendor - Greenway Carousel Entertainment, the Programs Department, and the various involved contractors.
- Work closely with the Director of Maintenance and Capital on large-scale capital projects related to the Carousel, including sound and light systems, character renovations, capital planning and documentation.
- Assist with placemaking and safety improvements. Examples might include beer garden layout, art installation planning/execution, and new park furniture.
- Interact effectively with the Maintenance Department staff to communicate issues with various hardscape elements and assist with cleaning or repair tasks as they arise.
- Represent the Rose Kennedy Greenway Conservancy in a professional manner.
- Assist all Conservancy departments as needed.
- Perform other assigned duties as they relate to the operation and care of the parks.



Skills and qualifications

- Bachelor's degree preferred.
- Experience with light and sound systems, systems controllers (such as Pharos), and mechanical and electrical systems is a plus
- Capable of reading and comprehending civil, architectural drawings, schematics and specifications and/or experience with Adobe Creative Suite and CAD preferred.
- Experience with nonprofits or public or quasi-public agency preferred.
- Demonstrated skills in:
 - Working productively and professionally with a wide range of people (e.g., contractors, vendors, public agencies);
 - Multitasking and attention to detail;
 - Creative problem-solving.
- Ability to work outside in all types of weather, to kneel or stand for periods of time, and to lift 50 pounds.
- Must have a valid driver's license and ability to drive Conservancy vehicles in downtown Boston.

Logistics

- Work hours are generally Monday through Friday, but flexibility is required to accommodate contracted work and emerging/unforeseen issues as well as seasonal demands inherent with operating a carousel in a public park.
- Work will generally take place indoors, but the position will require some time in the parks, in particular for ongoing Carousel maintenance and problems should they arise.

Application process

- Please email a one-page cover letter, a resume, and 3 references to jobs@rosekennedygreenway.org with subject line "Project Coordinator application." Each file name should include applicant's last name.
- No phone calls, please.

About The Greenway and the Conservancy

The Greenway is the contemporary public park in the heart of Boston. The Greenway welcomes millions of visitors annually to gather, play, unwind, and explore. The Greenway Conservancy is the non-profit responsible for the management and care of The Greenway. The majority of the public park's annual budget is generously provided by private sources.

To learn more about The Greenway and the Conservancy, please visit our [website](#) and [blog](#) and follow us on [Facebook](#) and [Twitter](#).

The Greenway Conservancy is an equal opportunity employer, and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, citizenship, age, disability, military or veteran status, sexual orientation, genetic information,



gender identity or expression (including transgender) or any other characteristic protected by law.