



Rose Kennedy Greenway Conservancy
Title: Assistant Director of Programs
Type of Position: Full-time, Exempt
Reports to: Director of Programs
Department: Programs and Outreach

The Greenway Conservancy is seeking a highly motivated and reliable individual for a full-time position as Assistant Director of Programs. This position will be responsible for overseeing the Programs Team in executing the Conservancy's robust programming calendar; providing guidance and leadership in building partnerships; and organizing, permitting, and onboarding Greenway programs. This is an opportunity to join a dynamic, young organization and help to engage the public in a premier public space.

Millions visit The Greenway each year for great events, interesting markets, unique food truck meals, and engaging art. The Conservancy's programming approach is to host most events rather than produce them, allowing us to work with a wide range of community partners to bring hundreds of relevant and authentic events to the public. The Programs Department works very closely with the Maintenance, Horticulture, and Public Art Departments to assure an outstanding visitor experience. In 2018, The Greenway hosted 400+ events and programs, including Chinatown Main Streets Festival, FIGMENT, Brazil on The Greenway, Films at the Gate, Boston Local Food Festival, and over 100 free fitness classes. Daily visitors enjoy the Greenway Carousel, distinctive food vendors, outdoor beer gardens, and free Wi-Fi.

Responsibilities

Program Planning and Execution

- Oversee the robust variety of hosted events, promotions, beer gardens, fitness programs and more, utilizing and assessing established team responsibilities and delegating new initiatives.
- Act as the main point of communication for large new events or partners, including planning, implementation and oversight of beer garden partners and exploratory conversations with large new partners.
- Provide and direct on-site support for Conservancy-produced events and third-party produced events, including set-up and tear-down on-site. Work outdoors, handle physical tasks, and conduct work with the utmost professionalism and concern for everyone encountered.
- Learn and enforce the Park Use Guidelines and Park Rules, both in event planning processes and in the park, balancing park needs with event needs. Ensure program operations and activities adhere to guidelines and internal policies.



- Provide feedback and resolve complex problems in a range of areas including: event permitting, proposal review, compliance, series planning, layouts, logistics, and park safety.
- Offer leadership and support across the organization, collaborating extensively with internal and external stakeholders. Prepare agendas, reports and presentations for operational meetings, senior management/Board, and community meetings.

Programs Team Management

- Manage and mentor four full-time staff members and three interns. Oversee staffing and scheduling.
- Initiate and set goals for the Programs team according to the strategic objectives of the organization. Support team members in achieving results, leading by example and catalyzing action. Track and share results.
- Monitor and improve systems and processes, assessing areas for continual improvement and innovative thinking. Processes include Requests for Proposals, event application and communication, and our public and internal calendars.

Skills and Qualifications

- Bachelor's degree required.
- At least five years of successful work experience in nonprofit programming, event management, or a related field. At least two years of experience managing employees and teams.
- Proven track record of
 - Setting and meeting/surpassing goals;
 - Ensuring results within complex and dynamic circumstances;
 - Succeeding in a fast-paced and innovative environment.
- Superior demonstrated skills in:
 - Organization, logistics, and project management;
 - Managing, mentoring, and advocating for staff;
 - Collaborative leadership.
- Ability in
 - Building and maintaining successful partnerships;
 - Multi-tasking and attention to detail;
 - Creative problem-solving and staying calm under pressure.
- Strong written and oral communication skills, including goal articulation and problem-solving. Bilingual skills a plus.
- Computer proficiency, especially in Microsoft Office, Gmail, and Google Calendar. Graphic design skills a plus.



- 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 evening, Saturday, and Sunday shifts, especially between April and October.
- Work will generally take place indoors in the office, but the position will require a significant amount of time in the parks, especially between April and October, in all weather conditions.

Application process

- Please email a one-page cover letter, a resume, and 3 references to jobs@rosekennedygreenway.org with subject line " Assistant Director of Programs 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.