

Downtown Oklahoma City Partnership

JOB OPPORTUNITY



DESCRIPTION

JOB TITLE: Bricktown District Manager

IMMEDIATE SUPERVISOR: Kristen Vails, Director of Place Management

DEPARTMENT: District Management

START DATE: Feb 1, 2024 (start date flexible)

COMPENSATION: \$50,000 to \$55,000; 100% covered health and dental insurance plus short-term/long-term disability, 401K match (up to 4%), 20 days paid time off (15 personal time off, 5 illness/wellness time off), 12 paid holidays, wellness reimbursement program, parking and phone stipend

STATUS: Full-Time, Exempt

ABOUT DOWNTOWN OKC PARTNERSHIP

Downtown Oklahoma City Partnership (DOKC) is a 501(c)(6) non-profit urban place management organization responsible for marketing, maintaining, and managing the greater downtown Oklahoma City area. DOKC is contracted by the City of Oklahoma City to oversee the Downtown Business Improvement District (BID,) an assessment area supported by downtown property owners. DOKC also creates and funds public art and activation projects through its 501(c)(3) Downtown Oklahoma City Initiatives.

At DOKC, we believe in the importance of a healthy and vibrant downtown, as its success impacts our entire community. Downtown Oklahoma City Partnership's mission is to create and champion a vibrant and diverse downtown through placemaking, advocacy, and promotion. For more information about DOKC, please visit downtownokc.com.

JOB SUMMARY

Bricktown is Oklahoma City's premier entertainment district, offering restaurants, nightlife, and attractions to visitors and locals alike. The District Manager is a champion for the district with a boots-on-the-ground presence to know and understand the needs of Bricktown. The District Manager will be backed up by our DOKC resource team specializing in communications, marketing, special events, safe & clean, and finance.

RESPONSIBILITIES & EXPECTATIONS

Board Management & Engagement – *The Bricktown Association is a 501(c)(6) organization whose mission is to encourage the civic, social, residential and commercial development and enhancement of Bricktown through the involvement, cooperation, coordination and action of property owners, tenants, and interested parties aimed at implementing projects, policies and ideas that will enhance and sustain the desirability of Bricktown, making it a more attractive, inviting and useable place. The Bricktown Association engages Downtown Oklahoma City Partnership for additional services including board management and engagement.*

- Prepare board agendas and packets, keep records, track attendance, and send meeting notices to Board of Directors
- Host board meetings by securing meeting spaces and preparing the room. If not meeting in-person, schedule the meeting virtually
- Schedule and host committee meetings of the board and prepare necessary documents for presentation in advance of the meeting
- Develop an understanding of key issues facing the district and board, and serve as liaison to advocate for resources and opportunities to address those issues

Project Management

- Oversee all aspects of district projects including strategy, planning, permitting, budgeting, contracts, and implementation with support from DOKC team and stakeholders
- Engage stakeholders to serve on committees to advise and assist on project development
- Manage district budget, including coding and submitting invoices

Community Engagement

- Develop relationships and serve as first point-of-contact with district stakeholders such as board members, ratepayers, business owners, business employees and residents
- Host district business alliance meetings to gather business feedback, provide district updates, connect businesses to resources and allow for business-to-business collaboration and networking
- Welcome new businesses to the district by meeting with them to understand DOKC's role and connect them to any relevant resources
- Build relationships with civic organizations such as The City of OKC (OKCPD, Traffic, Parks, Embark), Visit OKC, Greater OKC Chamber of Commerce as well as OG&E and other service-related entities
- Organize and distribute materials such as marketing and print collateral to the district
- Stay informed, prepare and share information to district stakeholders regarding events and venues in and around Bricktown such as Paycom Center, OKC Convention Center, Bricktown Ballpark, The Boathouse District, Scissortail Park, The Criterion, OKC Comedy Club and other high visitation events.

District Activation

- Oversee strategy, planning and production of events and serve as the lead contact of communication to district stakeholders regarding event preparations. Oversee district event budget and expenses.
- Develop programs that enhance the district experience, provide the opportunity for merchants to attract business and activate district public space
- Evaluate and report district Placer.AI data to district stakeholders

Public Space Management

- Perform regular district rounds and light audits to identify issues with maintenance, cleanliness, and safety and report issues to responsible party
- Develop an understanding of shared responsibilities in the management of the Bricktown Canal
- Advocate and implement efforts to enhance district safety by working with OKCPD, Downtown OKC's Green Team, private property owners and the City of OKC

- Keep up to date with any private or public construction projects, street closures or events impacting the area

DOKC Internal Communications

- Provide district-related content to Marketing Team on a regular basis
- Work closely with Marketing Team to implement district marketing efforts
- Keep track of district business openings and closings, update businesses' website directory information, and maintain updated business contact information.

SKILLS & QUALIFICATIONS

- *(Preferred)* Relevant bachelor's degree or equivalent work experience
- *(Preferred)* 2+ years of professional experience in place management, project management, marketing or similar role
- Excellent communication, writing, and public speaking abilities; comfortable with the media
- Experience with tourism, hospitality or entertainment industry is a plus

POSITION REQUIREMENTS

- Possess excellent computer knowledge and ability to master the online programs and software required of this position, especially Microsoft Office Suite
- Must be able to work flexible hours, including occasional nights, weekends and holidays
- Attendance at all DOKC events is required unless otherwise noted – some occurring on nights and weekends
- Project a positive constituent-focused attitude inside and outside of the office
- Strong organizational and time management skills
- Demonstrate the ability to work independently
- Demonstrate the ability to work effectively on a team and with a wide variety of people
- Ability to organize, lead and implement multiple projects simultaneously
- Ability to manage tasks to completion, asking for help when needed
- Ability to research information, including gathering and analyzing data from multiple sources
- Passion for downtown Oklahoma City

WORKING CONDITIONS

- Primarily work on-site or off-site in downtown at a desk with limited physical work
- Candidates should be prepared to be visible to stakeholders and to spend a portion of their time moving around downtown, either by foot, bicycle, or other transportation
- Strength enough to lift, carry, push, pull or move objects weighing up to 30 pounds
- Stamina enough to exert oneself physically throughout the workday
- Flexibility enough to bend, twist, and reach while loading and unloading materials and equipment
- Near vision enough to perform tasks such as inspection of equipment, reading of computer screens, etc.
- Physical dexterity enough to operate equipment such as computer keyboards, common hardware tools, etc.

- Inside and outside for events – Ability to be exposed to cold, heat, humidity, adverse weather conditions, etc. It is expected this position will spend part of their time outside of the office to assist with downtown programming and events

HOW TO APPLY

To apply, email cover letter and resume to Kristen Vails: kristen@downtownokc.com with the subject line: Bricktown District Manager.

DEADLINE TO APPLY JANUARY 24, 2024

We encourage you to apply regardless of meeting all qualifications and/or requirements.

Downtown OKC Partnership is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.