

## JOB OPPORTUNITY

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### DESCRIPTION

<b>JOB TITLE:</b>	District Manager – Bricktown
<b>IMMEDIATE SUPERVISOR:</b>	Director of Place Management
<b>DEPARTMENT:</b>	District Management
<b>ANTICIPATED START DATE:</b>	November 2025
<b>STARTING COMPENSATION:</b>	\$50,000 to \$55,000 (annual)
<b>BENEFIT PACKAGE:</b>	employer-paid health and dental insurance, employee-paid vision insurance, 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, compensatory time off, wellness reimbursement program, parking stipend, cellular phone stipend, district manager reimbursement; annual training and development plan; annual performance evaluation
<b>STATUS:</b>	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](http://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 501c6 organization who 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, hosting the meeting virtually
- Coordinate regular communications and meetings with Board Chair, Vice Chair, and/or Executive Committee, as needed
- 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 and lead all aspects of district projects including strategy, planning, permitting, budgeting, contracts, and implementation with support from DOKC team and stakeholders
- Manage district budget, including coding and submitting invoices, projecting overruns and reconciling accounts
- Lead contract management, to include tracking progress on contractors and consultants, and lead corrections, when needed

### Community Engagement

- Develop relationships and serve as first point-of-contact with district stakeholders such as board members, property owners, business owners, employees and residents
- Host district business meetings to 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, Oklahoma City Convention Center, Arenas, and other service-related entities
- Contribute to strategic planning and implementation efforts that prepare Bricktown for major events and new venues anticipated in future increments of 3-5 years
- Keep track of district business openings and closings, update businesses website directory information and maintain updated business contact information
- Media interviews for the district, under direction of the DOKC Leadership Team
- Understand and be an ambassador for Downtown Oklahoma City Partnership (DOKC) and the related family of organizations, including the Downtown Business Improvement District (BID)
- Representation of the district at internal and external events

### **District Activation & Marketing**

- 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
- Work closely with Marketing Team and partner agencies to implement district marketing plan and related marketing efforts. Provide district-related content to Marketing Team on a regular basis
- Evaluate and report district Placer.ai data to district stakeholders

### **Public Space Management**

- Develop and maintain an understanding of the district's operational services; collaborate with the operations team on strategies for the Business Improvement District's clean & safe program
- Perform regular district rounds and light audits to identify issues with maintenance, cleanliness, and safety and report issues to responsible party
- Ensure the district is safe and clean by reporting issues and staying up to date with status of maintenance issues with the Green Team
- Develop an understanding of shared responsibilities in the management of the Bricktown Canal. Report canal level issues to appropriate party
- Acknowledge the district's evening and weekend activity patterns and ensure appropriate responsiveness to issues that may arise outside standard business hours. Develop a schedule to routinely observe district life in its various cycles of business (mornings, afternoons, evenings and weekends)
- 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

## **POSITION REQUIREMENTS**

- Bachelor's degree or equivalent experience
- 2 years of sales, marketing, communications, community engagement, operations or place management experience
- Destination marketing, tourism, entertainment or hospitality industry experience is a plus
- Possess a deep-level expertise of general computer knowledge and ability to master the online programs and software required of this position, to include but not limited to:
  - Microsoft Office Suite
  - Adobe Acrobat or equivalent

## **IDEAL CANDIDATE**

- Project a positive constituent-focused attitude inside and outside of the office
- 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, anticipating progress roadblocks, seeking help when needed
- Excellent communications, writing and public speaking abilities; Comfortable with the media
- Passion for downtown Oklahoma City

## WORKING CONDITIONS

- Must be able to occasionally work flexible hours, including nights, weekends, holidays, and outside of normal working weekday hours.
- Perform routine check-in with district business owners, requiring walking to/from storefronts and offices.
- Work remotely from district businesses and areas, as needed.
- Frequent hand/eye coordination to operate personal computer and office equipment.
- Lifting and moving large items will be required at times. Strength enough to lift, carry, push, pull or move objects weighing up to 40 pounds.

## HOW TO APPLY

To apply, email cover letter and resume to Kristen Vails at [kristen@downtownokc.com](mailto:kristen@downtownokc.com) with the subject line of "Bricktown District Manager".

**ORIGINALITY AND AUTHENTICITY REQUIREMENT:** DOKC values original thinking and genuine personal expression. While we recognize that Artificial Intelligence (AI) tools can be helpful in creative processes and operations, we require that all application materials, including but not exclusive to your cover letter, resume, writing samples, and portfolio work, if applicable, represent your original thoughts, creativity, and capabilities. By submitting your application, you agree that these materials are your own work and not generated by AI.

### **DEADLINE TO APPLY OCTOBER 3<sup>RD</sup> AT 12:00PM (CST)**

You are encouraged 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.