

Downtown Oklahoma City Partnership

# JOB OPPORTUNITY

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## DESCRIPTION

<b>JOB TITLE:</b>	Bricktown District Manager
<b>IMMEDIATE SUPERVISOR:</b>	Chief Executive Officer
<b>DEPARTMENT:</b>	District Management
<b>START DATE:</b>	February 9, 2026 (negotiable)
<b>STARTING COMPENSATION:</b>	\$60,000 to \$65,000 (annual)
<b>BENEFIT PACKAGE:</b>	100% 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, its property owners, commercial tenants, residential population, stakeholders, and visitors. The District Manager will be backed up by our DOKC resource team specializing in communications, marketing, special events, safe and clean, and finance.

## **RESPONSIBILITIES & EXPECTATIONS**

The Bricktown Association is a 501(c)6 organization whose mission is 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.

### **Board Management & Engagement**

- Prepare board agendas and packets, keep records, track attendance, and send meeting notices and communications to Board of Directors
- Align with Board Chair and Executive Committee, on a regular meeting cadence and as needed, outside of full Board of Directors
- Ability to report on all aspects of Board meeting agendas including, but not limited to, monthly financial reports, district events, district marketing, street level operations, and advocacy efforts
- Lead coordination of board meeting locations by securing meeting spaces and preparing all aspects for the meetings; If not meeting in-person, responsible for all aspects of holding the meeting virtually
- Schedule and host committee meetings of the board and prepare documents for presentation in advance of the meeting
- Active dialogue with current Board members, Ex-officio Board members, and Advisory Board members
- Prioritize an understanding of key issues facing the district and board, and serve as liaison to advocate for resources and opportunities to address those issues, with both a short-term and long-term lens

### **Project Management**

- Develop, track, and implement annual district budget; Knowledgeable of BID assessments and funding mechanisms
- Oversee all aspects of district projects including strategy, planning, permitting, budgeting, contracts, and implementation with support from DOKC team and stakeholders
- Lead and oversee work products of third-party consultants and contractors hired by the district; Responsible for tracking scope deliverables, budgets, and expenses
- Serve as the district point of contact for district-related external projects, such as construction, utilities, infrastructure, transportation, and street work; Serve as the clearinghouse for Board member participation and feedback input for a consistent voice of advocacy
- Engage Board members and stakeholders to serve on committees for advisement and assistance on project development and implementation
- Recruit active participation of Board members and stakeholders in district events and fundraising
- Manage district budget, including expense coding and tracking, submitting and approving invoices, and financial reconciliation
- Assist DOKC Finance team with Form 990 filings, 1099 tax reporting, and other financial audit material

### **Community Engagement**

- Emphasize 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/community 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 through meetings and other means, to explain DOKC and BID's role and connect them to relevant resources
- Build relationships and alignment with civic organizations and their staff including, but not limited to, The City of OKC (OKCPD, Parks, Embark, Public Works and Traffic Division, Utilities, Fire, EMSA), Visit OKC, and Greater OKC Chamber of Commerce
- Build relationships and alignment with external entities and their staff including, but not limited to, Bricktown Ballpark and OKC Comets, Lower Bricktown PUD, Paycom Center/Global Legends, OKC Thunder, The Boathouse District, OG&E and other utility service-related entities
- 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, OKC Fairgrounds, Riversport, Scissortail Park, The Criterion, American Banjo Museum, Oklahoma Opry, OKC Comedy Club and other high visitation events.
- Organize and distribute materials such as marketing and print collateral to the district
- Assist DOKC Leadership team with written media statements and public advisories

### **District Activation**

- Responsible for all aspects of strategy, planning and production of events and serve as the lead contact of communication to district stakeholders regarding event preparations, Lead oversight of district event budget and expenses
- Develop programs that enhance district experience, provide the opportunity for merchants to attract business and activate district public spaces
- Evaluate and report district location analytics (Placer.AI) data to district stakeholders

### **Public Space Management**

- Lead district portion of shared responsibilities in the management of the Bricktown Canal, alongside City of OKC, including asset management, holiday décor, infrastructure, and BID services
- Perform regular district rounds, public access and asset repair needs, and light audits to identify issues with maintenance, cleanliness and safety and report issues to responsible party
- Advocate and implement efforts to enhance district safety working with OKCPD, DOKC Green Team, private property owners, and the City of OKC
- Work with DOKC Initiatives organization to coordinate public artwork projects, installments, and maintenance
- Keep up-to-date with all private or public construction projects, street closures or events impacting the district area or immediately adjacent

### **Administration Coordination**

- Keep track of district business openings and closings, update businesses website directory information and maintain updated business contact information
- Collaborate with DOKC District Leadership Team frequently for synergies and guidance

- Coordinate regularly with DOKC Operations Team regarding Green Team, maintenance, landscaping, irrigation, tree trimming, and pest control
- Provide district content to DOKC Marketing Team on a regular basis; Work closely with DOKC Marketing Team to implement district marketing efforts

## **POSITION REQUIREMENTS**

- Bachelor's degree or equivalent work experience
- 2+ years of professional experience in place management, community engagement, municipal government, operations project management, or similar role
- 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**

- Experience with tourism and hospitality, entertainment venue industry, event planning and fundraising, marketing, construction management, operations and maintenance, or similar industries is a plus
- Project a positive constituent-focused attitude inside and outside of the office
- Demonstrate the ability to work independently, and with strategic thought processes
- Demonstrate the ability to work effectively on a team with a wide variety of people
- Ability to organize, lead and implement multiple projects simultaneously, including governance for a Board of Directors
- Ability to manage tasks to completion, anticipating progress roadblocks, seeking help when needed
- Strong organizational and time management skills
- 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 Phi Nguyen, Chief Operating Officer, at [phi@downtownokc.com](mailto:phi@downtownokc.com) with the subject line "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: MONDAY, JANUARY 19, 2026, at 5PM 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.