



**NORTH
BROOKLYN
PARKS
ALLIANCE**

POSITION DESCRIPTION: Under the K Bridge Park – Project Manager: Events

POSTED: 2/11/25

APPLICATIONS DUE: 2/25/25

Start Date: IMMEDIATELY

OVERVIEW

North Brooklyn Parks Alliance (NBK Parks)—the non-profit conservancy for parks and open spaces in Greenpoint & Williamsburg—is currently seeking motivated and energetic individuals to join a dedicated team working together to ensure that Under the K Bridge Park (UTK) and other local green spaces are thriving for the benefit of all North Brooklyn communities. Founded in 2003 as the Open Space Alliance, the North Brooklyn Parks Alliance’s mission is to create an equitable, accessible, and vibrant parks system in North Brooklyn.

POSITION SUMMARY

North Brooklyn Parks Alliance seeks a **Project Manager: Events** to provide strategic support for large-scale programming at Under the K Bridge Park, one of NYC’s most sought-after outdoor event spaces. This is an exciting opportunity to learn about event curation and production from the ground up, while playing a vital role in sustaining the mission-based work of our organization. The **Project Manager: Events** provides critical assistance with client communications, calendar management, contract management, project management, and event logistics. This role is responsible for scheduling meetings, taking detailed meeting notes, entering data into the booking management system, tracking time-sensitive client and vendor deliverables, providing status reports, and distributing event information to the NBK Parks staff. This position reports to the Deputy Director, working closely with the Events Team.

RESPONSIBILITIES

Events Management

- Works with Executive Team to plan, design, and monitor large-scale events (ticketed, public, and fundraising) at Under the K Bridge Park
- Tracks high volume of event inquiries and responds accordingly with detailed information about the space and event packages

- Maintains the event calendar, including managing holds and coordinating bookings
- Assists with event management process by inputting event data into our booking management system, trafficking contract drafts to final, and following up with clients on key deliverables (i.e. security deposits, certificates of insurance)
- Provides logistical assistance to Deputy Director and Event Production Team on event days, including: venue and site coordination; vendor and client coordination; setup and breakdown (when needed); and post-event documentation and reporting
- Develops event feedback surveys and analyzes resulting data

Project Management & Execution

- Helps develop, define, and scope out events-related projects; participates in brainstorming sessions, drafts project briefs, creates Excel tables, and assists with pitch decks as assigned
- Writes detailed schedules for projects in Monday.com; assigns tasks and tracks project milestones, ensuring that key deadlines and action items are flagged and met
- Acts as the liaison between staff members, external stakeholders, and executive leaders to ensure important information is relayed and escalated issues are resolved
- With the Deputy Director, may support event production of the annual Fall Gala; ensures that site plans, catering, decor, and programming are finalized on schedule and on budget; coordinates all site logistics leading up to and day-of the event

Executive Support

- Using sound judgement, makes recommendations to ensure smooth day-to-day engagement between the Deputy Director and team members across departments
- Schedules meetings and calls; takes meeting notes as requested or required; summarizes and assigns follow-up tasks
- Drafts communications on behalf of Deputy Director, including but not limited to memos/briefs, emails, and meeting agendas
- Prepares invoices; coordinates timely expense reporting and reconciliation with the bookkeeper
- Diligently maintains digital filing systems; requests, formats, and organizes event-related media and documents
- Helps maintain an orderly, clean, and well-supplied office environment

QUALIFICATIONS

- Bachelor's Degree in event management, non-profit management, curatorial practice, business, marketing, information technology, or work experience in a related field (i.e. events management, booking and talent management)



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- Advanced computer and research skills are required. This is an Apple/Mac iOS environment; software used daily includes: Adobe and Google Suites, Excel tables, Monday.com, Whatsapp, and Canva.
- Working knowledge of event management software and CRM systems is a plus
- Ability to work in Esri or create detailed maps is a plus
- Experience with contracts is a plus
- Excellent written and oral communication skills including an exceptional telephone demeanor; must interact effectively with clients, vendors, and internal teams
- Strong organizational and time management skills; able to manage multiple projects simultaneously
- Detail-oriented approach; dedicated to accuracy and timeliness
- Fast learner with a strong work ethic and a high sense of accountability
- Comfortable working in a tight-knit, collaborative, multi-disciplinary environment that demands flexibility while maintaining high quality of work
- Ability to handle confidential matters with diplomacy
- Strong alignment with NBK Parks' vision, mission and approach and our organizational values of respect, equity, empowerment, accountability, and creativity
- Must be able to work an events-based schedule, including working weekends and nights as needed
- Able to perform physical labor, including the ability to lift 50lbs, frequent bending and squatting, standing/walking for extended periods, etc.

COMPENSATION AND HOURS

This is a full-time exempt position working approximately 40 hours per week Monday through Friday, with occasional Saturdays or Sundays. The salary for the **Project Manager: Events** is \$60,000.

TO APPLY

Applications will be reviewed on a rolling basis, and accepted no later than March 7, 2025. Qualified candidates should submit a cover letter and resume (as one PDF document) via email with "PROJECT MANAGER: EVENTS" as the subject line to jobs@nbkparcs.org. We will contact only those individuals whose applications are being considered..

ABOUT NBK Parks

North Brooklyn Parks Alliance's (NBK Parks), formerly known as Open Space Alliance, was founded 20 years ago in 2003. The organization is dedicated to fostering a vibrant and equitable network of parks and open spaces in Greenpoint and Williamsburg. nbkparcs.org / @nbkparcs

ABOUT UNDER THE K

Under the K Bridge Park is located under the Kosciuszko Bridge in Greenpoint, Brooklyn. When Under the K opened in 2021, it transformed seven acres of formerly underutilized land in Greenpoint's Industrial Business Zone into a space where culture and nature can thrive together. The park is programmed and maintained by the North Brooklyn Parks Alliance through an agreement with the New York State Department of Transportation. @underthek

North Brooklyn Parks Alliance is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. NBK Parks is committed to building a culturally diverse community and strongly encourages applications from candidates from underrepresented communities.