



Event Program Coordinator

San Antonio, Texas

Position Summary

The Event Program Coordinator (EPC) will report to the Director of Development and be responsible for the content used in base programming at Brackenridge Park. Base programming is recurring programming with offerings that support the natural environment, history, and cultural experiences in the park. The EPC will work collaboratively to deliver engaging, exceptional experiences to park visitors. The EPC is responsible for the organization and the relationship maintenance of the partners who will participate in programming. The EPC will work hand in hand with the Development Director to execute programming. The EPC will assist in the development and update of new programs and resources. Secondary duties include assisting with departmental activities such as outreach education programs, cultural events, and special events which may take place during the day, evenings and weekends. The ideal candidate needs to be self-motivated, enthusiastic and community driven to take on this exciting role. This position requires someone equipped with a positive attitude and readiness to be a team player.

Key Responsibilities

- Executes programming content for Brackenridge Park to include vendor selection, space layout and on-site day of programming execution.
- Researches and identifies opportunities to streamline or improve existing programs in alignment with Brackenridge Park Conservancy budget and grant guidelines.
- Work effectively as a member of a team with a wide range of audiences and colleagues in a professional manner.
- Track expenses related to programming initiatives and reports as necessary to ensure fiscal management of the overall program and grant management.
- Nurture new and existing relationships with collaborative partners.
- Collaborates with partners in the park (Zoo, Witte Museum) and the City of San Antonio to provide diverse inclusive programming in coordination with other events in the park.
- Participate in community outreach initiatives related to programming.
- Support staff in completing milestones and deliverables.
- Works parallel with the Development Director to ensure a pleasant volunteer experience for those volunteering during programs/activations.
- Assist as needed with large third-party events.



BRACKENRIDGE PARK
CONSERVANCY
Established 2008

Qualifications and Characteristics

- Strong writing and communication skills
- Excellent organizational skills
- Collaborative and willing to help others
- Ability to execute multiple tasks on time
- Energy, enthusiasm and confidence in representing Brackenridge Park Conservancy
- Ability to prioritize and manage tasks effectively and efficiently
- Experience with parks or non-profits a plus

Requirements

- Bachelor's Degree in tourism, education, or related field from a four-year college or university or equivalent experience.
- At least one year of prior experience in a similar field

Suggested salary range: \$50-60k commensurate with experience.