



## **Programming and Experience Manager – Non-Profit**

### Position Summary

The Programming and Experience Manager is responsible for the creative curation, coordination, and execution of all programming for both Trinity Park Conservancy and Harold Simmons Park. This position also oversees the conservancy's volunteer team and all program fulfillment. The P&E Manager will work closely with all operating divisions in planning, executing, and staffing all events, both internal and external. This position will report to the Chief Marketing Officer.

### Essential Duties and Responsibilities

- Work closely with department heads to identify and develop programs, activities, and events that engage, educate, and build awareness for our organization's initiatives and mission.
- Plan and implement "best-in-class" events and activations consistent with the goals and values of Trinity Park Conservancy and Harold Simmons Park.
- Work with conservancy leadership to identify, create, and implement one-of-a-kind signature programming that will help to establish the Harold Simmons Park brand.
- Responsible for collaborative efforts for all external facing experiences and events.
- Recruit, train, supervise, and evaluate volunteer staff.
- Work collaboratively with staff, partners, and sponsors to identify volunteer needs and create opportunities to engage volunteers with the conservancy's mission driven programs.
- Work with Conservation Manager to create conservation programming that will resonate with both the Dallas and conservation communities.
- Work with Community Engagement Directors to create compelling and authentic community outreach events that connect with our diverse community.
- Work with Advancement Team to create fundraising events for strategic integration.

### Preferred Background and Skills

- Bachelor's degree strongly preferred.
- Strong organization and leadership skills, including the ability to handle multiple projects.
- Must have experience managing a diverse volunteer work force.
- Must have a creative understanding of space transformation.
- Experience in planning and executing large programs and projects.
- Must value diversity, equity, and inclusion.
- Must have a technical understanding of general events production.
- Community engagement experience would be a plus.
- Familiarization with any form of theater or art production would be a plus.
- Must demonstrate excellent verbal and written communication skills.
- Must be able to work nights, weekends, and holidays, if needed.
- Must be a great collaborator in managing projects in a fast-paced environment.
- Must be comfortable working outdoors and dealing with inclement weather.

### To Apply

Send us an email via [info@trinityparkconservancy.org](mailto:info@trinityparkconservancy.org) with "Programming and Experience Manager" in the subject line, plus a cover letter and resume attached.

### About Trinity Park Conservancy

Trinity Park Conservancy is a nonprofit dedicated to the stewardship of Dallas' largest public green space, the 10,000 acres of the Trinity River. Believing that the river is the natural gathering place for all Dallas residents, the Conservancy is committed to bringing people together to share their ideas, learn more about the possibilities and habitat of the area, and to assist in making it a more accessible space. In 2018, the Conservancy was selected to design, construct and maintain Harold Simmons Park in a private/public

partnership with the City of Dallas and the Trinity River Corridor Local Government Corporation. Trinity Park Conservancy is dedicated to continuing conversations in the community throughout the park development process. To keep up-to-date with the latest news from Trinity Park Conservancy become a Friend of the Conservancy at [www.trinityparkconservancy.org](http://www.trinityparkconservancy.org).