

Upper Kirby District Foundation

Levy Park Director

The Upper Kirby District Foundation is seeking a Park Director for the recently redeveloped Levy Park in central Houston. Levy Park is a City of Houston park, managed and operated by the Upper Kirby District Foundation, through a contract with the Upper Kirby Redevelopment Authority. While Levy Park is a public park owned by the City of Houston, the ongoing operations of Levy Park are funded entirely by the Upper Kirby District Foundation.

The Role

The Park Director leads the management, operation, programming, and promotion of the park and oversees all aspects of day-to-day park operations. He/she, (1) manages the efficiency and effectiveness of park maintenance, sanitation, security, and landscaping; (2) develops, manages, and evaluates the quality of park programming; (3) manages the budget and oversees finances; (4) promotes the park in the media and other public forums; (5) identifies sponsorship opportunities; (6) develops revenue streams for the operation of the park; (7) generates new ideas for improving the quality of the park; and (8) manages all park personnel, ensuring effective internal communication within the Foundation and the Upper Kirby District. The Park Director will report to the President of the Upper Kirby District Foundation, who also leads the Upper Kirby Redevelopment Authority and Harris County Improvement District #3.

Detailed Job Responsibilities

Programming and Events

The park is designed to be an active public space that is vibrant as a result of ongoing programming. These programs can range from exercise programs to poetry readings to photography and writing classes. Large events, such as concerts and festivals, also take place in the park. The Park Director will be ultimately responsible for attracting and managing these events.

The Park Director is responsible for ensuring that the park's overall programming scheme is comprehensive, well-run, and serves the needs of the Upper Kirby community. The Park Director directly supervises the Manager of Programming and Events.

Operations: Sanitation, Security, Horticulture, and Capital Maintenance

The Park Director is responsible for making sure the capital plant is attractive, well-maintained, and in good repair. Any construction work beyond routine maintenance and repair will be coordinated with the Upper Kirby District, but it is the responsibility of the Park Director to report any problems and to integrate any construction into the park's planning and operations. Should problems arise, the Park Director is expected to develop and execute strategies to combat them in conjunction with the Operations Manager, who reports directly to the Park Director.

Revenue Development

As a part of Park's reliance on private sector funding, the Park Director will be responsible for identifying entities that might be interested in sponsorship opportunities. He/she is responsible for managing ongoing relationships with the sponsors.

Public Relations

The Park Director is the public face of Levy Park and will be responsible for promoting it in Houston and across the country. Including interviews with newspapers and magazines, attendance at community meetings and events, and engaging donors. It may also involve responding to criticism and controversy in public forums.

Park Finances

The Park Director is responsible for working with the Foundation President to ensure that the Park is financially sound. This includes analyzing opportunities for reducing expenses and growing existing revenue streams, making sure bills are paid, and making sure any payments owed to are received.

Non-profit Management

Daily management of the operation of the park is the responsibility of the Park Director. This will include recruiting and training new staff members, designing internal work flows, and ensuring efficiency in operations and communication.

Candidate Profile

One or more of the following professional backgrounds, listed in order of importance, are important for a candidate for this position: (1) general business administration; (2) real estate; (3) event or venue management; (4) planning or landscape design; (5) government. As examples, the following jobs might be useful current or past experience for the Park Director:

- Asset manager of a mixed-use development project
- Manager of a top-notch hotel or resort
- Director of another park operating entity
- Successful manager of a cultural center, museum, or horticultural facility

The following academic disciplines/degrees will be useful for the Park Director:

- BBA or MBA
- MPA
- Landscape Architecture or Planning

Email resume to info@levyparkhouston.org.