



## **POSITION DESCRIPTION:**

### **Program Assistant**

Friends of the High Line (FHL) is the NYC Department of Parks & Recreation's non-profit partner working to ensure the park on the High Line is maintained as a great public place for all New Yorkers and visitors to enjoy. In addition to overseeing the maintenance, operations, and public programming for the High Line, FHL is currently working to raise the essential private funding to help complete the High Line's construction and create an endowment for its future operations. FHL plans to continue and expand its year-round schedule of innovative free and low-cost programs for the public and members of Friends of the High Line.

#### **Job Description**

The Program Assistant will administer and assist in the execution of public programs, education, and community engagement initiatives on and off the High Line. Reporting to the Director of Public Programs, Education, & Community Engagement, the Assistant will work with FHL staff, volunteers, and members of the public as we provide hundreds of free & low-cost activities for the public, aiming to build an inclusive, vibrant community around the High Line.

#### **Responsibilities include**

##### **PROGRAMMATIC SUPPORT**

- Coordinate staffing, equipment, materials, and supplies needs for all programs
- Serve as a liaison between Park Operations and Programming staff
- Source and interface with potential partners including musicians, speakers, and tour guides
- Coordinate program partner logistics, including contracts, invoices, and expenses
- Facilitate on-site program set-up including A/V equipment, and direct event staff

##### **COMMUNICATIONS**

- Work closely with the Communications and Programming teams to produce seasonal program calendars, both print and online, and manage production timeline
- Generate program copy including press releases, media listings, and social media
- Manage public programs Web page updates, including events calendar
- Produce collateral materials for program publicity
- Act as point person for program-related public inquiries via phone and email

##### **SCHEDULING AND DATABASE MANAGEMENT**

- Utilize online database systems to manage scheduling of programs, tours, and field trips
- Respond to field trip requests and inquiries
- Schedule private and public tours and coordinate staffing
- Track RSVPs and attendance to public programs and produce monthly reports
- Manage payment and financial records for tours, field trips, and ticketed events
- Coordinate with Membership team to upload program attendee information to FHL's database
- Manage the internal programming calendar

##### **ADMINISTRATIVE SUPPORT**

- Provide miscellaneous in-office administrative and logistical support

- Create weekly all-staff and departmental meeting agendas
- Manage collateral materials for all public programs and prep for weekly events

**Qualifications**

This position requires either a bachelor's degree and 1-2 years experience, or comparable experience successfully managing similar projects. Candidates must feel comfortable interfacing with the various stakeholders that will visit the High Line and demonstrate excellent leadership, planning, and organizational abilities, with strong attention to detail. Candidates should be able to work independently, multi-task, solve problems, and collaborate with other staff at all levels. Candidates must demonstrate excellent skills in oral and written communication; basic computer skills (Microsoft Word/Excel) required. Knowledge of Adobe InDesign and comfort with on-line database systems (such as EventBrite, Formstack, Wufoo, etc.) strongly preferred. Experience working with audio/visual equipment, bilingual (Spanish/English) highly desirable. Candidates must be willing and able to work select evenings and weekends throughout the year.

**To Apply**

Please submit your cover letter and resume to [jobs@thehighline.org](mailto:jobs@thehighline.org). No phone calls, please. Only those whose applications are being considered will be contacted.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.