



**DOWNTOWN BROOKLYN PARTNERSHIP**  
**Vice President of Public Space and Operations**

#### **ORGANIZATION BACKGROUND**

Downtown Brooklyn Partnership (DBP) is a not-for-profit local development corporation that serves as the primary champion for Downtown Brooklyn as a world-class business, cultural, educational, residential, and retail destination. Managing three Business Improvement Districts (BIDs) that comprise Downtown Brooklyn - the MetroTech BID, Fulton Mall Improvement Association, and Court-Livingston-Schermerhorn BID - the Partnership's diverse activities include attracting new businesses and improving the environment for existing companies, facilitating the creation of open space and of public spaces and streetscapes, supporting and promoting Downtown Brooklyn's cultural assets and small businesses, and encouraging a sense of place and an engaged civic community.

#### **ROLES AND RESPONSIBILITIES**

DBP seeks a Public Space and Operations professional to lead the team responsible for the maintenance and management of Downtown Brooklyn's public spaces. This is an opportunity to lead one of DBPs most impactful group of programs that touch all parts of the district from creating high functioning and active plazas and open spaces, to operationalizing a complex sanitation program. We seek applicants who are strategic problem solvers, resourceful, enjoy collaborating with colleagues from a variety of disciplines and partnering with key stakeholders, can see the big picture as well as the details, and are excited about supporting a booming mixed-use neighborhood.

Reporting to the Chief Operating Officer, the Vice President of Public Space and Operations manages a dedicated in-house team and oversees vendors providing sanitation, landscaping, and maintenance of Downtown Brooklyn's heavily used public spaces. The VP of Public Space and Operations will oversee impactful programs including Downtown Brooklyn's Asphalt Art program that covers over 10,000sf; the management and programming of five plazas that comprise key focal points for Downtown Brooklyn; programming for Downtown Brooklyn's Kiosk at Albee Square, and a significant public sanitation, landscaping and maintenance program, among other key projects and priorities. The VP also works closely with leadership and DBP's Marketing, Events, Public Safety, and Real Estate teams to plan and coordinate around Downtown Brooklyn's public realm and increase the vibrancy of commercial corridors.

#### **Public Space Design, Management & Operations**

- Work closely with the Chief Operating Officer to develop and manage an overall strategy for placemaking and activating the public realm, plazas and Abolitionist Place through a variety of tools, including, but not limited to, public seating, lighting, landscaping, furnishings, art installations, wayfinding, recreation, and support for DBP's seasonal public programming.
- Manage all operations functions and service contracts for daily maintenance, sanitation, and landscaping of Downtown Brooklyn's public spaces to ensure the neighborhood's high level of cleanliness and attractiveness as one of the City's vibrant mixed-use districts.
- Manage all public space elements in the district, including the purchasing and tracking of assets, infrastructure, maintenance planning, and concession management.

- Liaise with City agencies, property and business owners and managers, board members, contractors, and staff to ensure effective communication, coordination of services, and the fulfillment of operational responsibilities.
- Partner closely with Public Safety, Marketing and Events Departments to activate safe and vibrant public spaces.
- Establish and foster relationships with property owners, businesses, and other stakeholders.
- Keep up to date on trends and opportunities in placemaking and public space activation.
- Identify and initiate streetscape enhancement programs that encourage use by residents, workers, shoppers, and students.

### **Planning, Design, & Infrastructure**

- Execute Downtown Brooklyn's Public Realm Action Plan and additional strategic implementations for DBP's landscape, capital development projects and infrastructure, establishing a clear direction for the team and setting performance standards.
- Oversee the management of new capital improvement projects, including Abolitionist Place and the Fulton Mall Streetscape
- Implement long-term urban design strategy and manage planning initiatives.
- Implement the annual holiday lights program, including the storage and maintenance of holiday lights and the installation and removal at the start and end of the season, as well as the re-procurement of the lighting display as necessary.
- Assist in developing, planning, and implementing capital improvements and ongoing operating plans to support public space activation.
- Collaborate with the Department of Transportation and other agencies to plan, design, and install streetscape projects (e.g. Shared Streets, sidewalk expansions, light pole replacements, bike corrals, trash containerization, etc.), and interface on DOT's ROW programs like bike routes, bus lanes and loading regulations.
- Prepare operation budgets in close partnership with management and the Board of Directors and meet all city reporting requirements.

### **Skills & Experience**

- At least 5 years' experience in planning, public space operations, public administration or other related profession.
- Demonstrated expertise in at least one or more of the following areas: public space or park management, urban design and planning, capital planning and project execution, facilities operations, transportation planning, and/or landscape management.
- Bachelor's degree in urban planning, business administration, economics, public policy, public administration, or related field; graduate degree preferred.
- Experience managing initiatives and projects of varying scale and complexity.
- Familiarity with and experience navigating DOT programs like shared streets, the plaza program, the kiosk program and others
- A strategic and results-oriented leader that can bring technical expertise and a data informed and practical approach to problem solving and decision making

- A trusted collaborator with a natural ability to inspire and rally teams and leaders around a shared vision to guide the current and future operations

#### **COMPENSATION**

- Salary: \$130,000 - \$145,000
- Full benefits package.

#### **TO APPLY**

Interested candidates should email a resume and cover letter describing your interest in and fit for the position to [jobs@downtownbrooklyn.com](mailto:jobs@downtownbrooklyn.com) with the subject line “Vice President of Public Space and Operations.”

#### **Downtown Brooklyn Partnership is an Equal Opportunity Employer**

We are dedicated to building a culturally diverse workplace representative of Brooklyn’s strengths and the people we serve. DBP strongly encourages applications from qualified minority and women candidates.