JOB OPENING:
FACILITIES & EVENTS MANAGER

ABOUT THE RINO ART DISTRICT:

The RiNo (River North) Art District is an urban area just north of Downtown Denver comprised of industry and warehouses; an eclectic mix of small startups, restaurants, and creative businesses; and a state-certified art district that spans four historic neighborhoods – Five Points, Cole, Globeville and Elyria-Swansea – and invests in efforts to address issues and opportunities relevant to both the Art District’s priorities, as well as those of the neighborhoods. In the past few years, the area has seen an unprecedented amount of investment and development from both the public and private sectors. This investment is bringing much needed infrastructure to the district, while adding jobs and residences that didn’t previously exist, however it has also brought concerns over gentrification, affordability and more. In 2015, stakeholders in the RiNo Art District came together to create two special districts for RiNo to address these issues. These districts include:

- **RiNo Business Improvement District (BID):** The BID will generate approximately $2.8M in 2023, which is dedicated to strategically managing growth and development, retaining the unique and industrial character of the neighborhood, and keeping the focus on the arts in RiNo, understanding it is the creative nature of the place that drives economic activity, tourism and quality of life. The BID looks holistically at the entire RiNo district, with the purpose of preserving neighborhood character, promoting economic strength of the creatives, entrepreneurs and properties located within and ensuring appropriate growth that promotes walkability, bikeability, sustainability and a cohesive community fabric. Formation of the BID allows RiNo to be strategically managed as it evolves and grows. The BID’s goals are to:
  - Create a collective voice to accomplish the long-term goals of the district;
  - Purposefully improve and advance RiNo while keeping it affordable for creatives, entrepreneurs and small businesses;
• Advocate for RiNo priorities, influence and direct policy, develop strategic partnerships, and leverage its budget by attracting grants and additional funding, thereby providing financial sustainability;
• Retain RiNo’s unique urban and industrial character, and keep the creative entrepreneurial spirit at the heart of RiNo; and
• Create an accessible, desirable area where people want to visit, engage and invest.

• RiNo General Improvement District (GID): The GID covers the western portion of the RiNo Art District and is funded through two separate assessments: a mill levy that will generate close to $1.3M next year to support district infrastructure improvements and future maintenance needs, and a special assessment on properties fronting Brighton Boulevard which has funded $3M in specific enhancements to the Brighton Blvd. reconstruction project.

The RiNo BID and GID are contracted with the RiNo Art District to deliver services to the district. The RiNo Art District is a 501(c)(6) non-profit organization and is also a Registered Neighborhood Organization (RNO). The organization’s mission is to serve as a community development and placemaking organization focused on nurturing growth in the district through the development of a thriving creative culture and to ensure RiNo remains a place where artists can create and thrive. RiNo also serves as an initiator and/or implementer of infrastructure projects that provide needed improvements and services. The organization has a 501(c)(3) nonprofit connected entity – Keep RiNo Wild – to serve as an additional conduit for fundraising and projects that give back to the creative community.

ABOUT THE POSITION:
We’re seeking an experienced facilities and events manager to oversee daily activities and events in RiNo ArtPark and district wide. The ideal candidate will have a sharp business mind and proven success in managing multiple projects and properties for maximum productivity. This person will be highly skilled in coordination, finance, and people management, and be able to develop and maintain an environment of trust, diversity, and inclusion within the RiNo Art District Community.
Objectives of this role

- Maintain communication with managers, staff, tenants, and vendors to ensure proper operations of the RiNo Organization and all facilities
- Coordinate and oversee all events management and calendar for the RiNo ArtPark
- Ensure that operational activities remain on time and within budget
- Oversee facility budgets and RiNo ArtPark operating budget - keep track of expenses, projections and cash flow.
- Generate operating revenue through event sales for “Truss House” Building, a flex use performing arts space.
- Acts as emergency contact and on the ground support for facilities and event logistics which may include evenings and weekends

Daily Activities would include but are not limited to:

- Support a small team within a time-sensitive and demanding environment
- Manage all tenants and maintenance of RiNo-owned/leased buildings (All RiNo ArtPark buildings, Studios on Blake and RiNo Art District office): Coordinate with ArtPark partners (DPL, RedLine, Alto Gallery, Focus Points Family Resource Center), “Truss House” users, and Studios on Blake, for maintenance and building updates, key card creation, managing building service coordination, fixes, and acting as the emergency contact
- Partner with cross-functional teams to improve response time and service calls for tenants
- Work closely with legal and safety departments to ensure that activities remain compliant ie. coordinating annual inspections, responding to district construction that interferes with RiNo managed buildings
- Oversee materials: partner contracts, insurance policies, pre-and post event documentation for “Truss House”
- Create and share annual shoring up of ArtPark partner operational costs and estimated annual operating costs
- Responsible for coordinating and overseeing all events occurring at the RiNo ArtPark: scheduling “Truss House” events, supporting Truss and Plaza event logistics, helping users with light and AV use, and touring interested parties through the “Truss House” space
● Provide accessible point of contact for Denver Parks and Rec and city employees
● Coordinate and organize all lease agreements, vendor contracts, etc to ensure accountability
● Private events sales knowledge and experience with customer management databases

Important to have:

● Two or more years of proven success in an operations, project management, or event production role
● Strong skills in budget oversight
● Excellent customer service and sales skills
● Proficiency in conflict management and business negotiation processes
● High degree of creative problem solving skills and calm and collected demeanor
● Must be able to work evenings and weekends as needed

Nice to have:

● Bachelor’s degree (or equivalent) in operations or property management, business administration, event production or related field
● Financial and account reporting
● Technical knowledge/experience in event spaces
● Ability to communicate with a diverse group of vendors, tenants and stakeholders
● High attention to detail

**SALARY/BENEFITS:**
Salary Range $65,000 - $70,000 + competitive benefits including flexible hybrid work schedule and unlimited time off.

**APPLICATION:**
Email resume and three references with Subject Line: OPERATIONS AND EVENTS MANAGER to Charity Von Guinness RiNo Art District: charity@rinoartdistrict.org by Aug 4, 2022
Describe briefly in writing or a short video your relevant experience, qualifications and motivations in working at RiNo Art District. No phone calls please. References will not be contacted without prior authorization from the candidate.

*RiNo Art District is focused on promoting an inclusive environment and is proud to be an equal opportunity employer. We celebrate the different viewpoints and experiences our diverse group of team members bring to our organization. RiNo Art District does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, physical or mental disability, national origin, veteran status, or any other status protected under federal, state, or local law.*