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Creative Placemaking and Activation Coordinator

Background

Central Atlanta Progress, Inc. (CAP) is a private, nonprofit corporation of Atlanta business leaders, property owners, and institutions working with each other and the government since 1941 to help build a better city center. CAP carries out research and planning and acts as a catalyst for a wide range of programs and projects for the improvement of Downtown Atlanta. Our affiliate organization, the Atlanta Downtown Improvement District (ADID), funds transportation, capital improvements, public safety, cleanliness, and marketing programs. For more information, visit www.atlantadowntown.com.

CAP is seeking a creative, collaborative, and motivated individual to support the organization's mission by strengthening Downtown Atlanta's public spaces through placemaking. The Placemaking and Activation Coordinator will manage and develop new projects, programs, events, and activities that enhance and activate public spaces and support Downtown's overall vitality. Examples of past events include Boardwalk Lunch Concerts, Food Truck Fridays, and Yoga in the Park. The Placemaking and Activation Coordinator will focus on activating Woodruff Park, the Broad Street Boardwalk, the Peachtree Shared Street, and other public spaces throughout Downtown.

Position Description

Reporting to the Creative Placemaking Lead, this role will perform the following:

- **Creative Activation Ideation**: Develop innovative event and activation concepts and identify key partners and collaborators.
- **Event Production & Communication**: Supervise event logistics. Identify, coordinate, and manage vendors and invoices.
- **Event Execution**: Coordinate internally and externally to execute placemaking programs and events. This includes coordinating with CAP's Marketing team for event promotion; obtaining necessary permitting from the City of Atlanta; collaborating with the ADID Clean Team on set up, transport, breakdown, and clean up; and engaging appropriate stakeholders and event partners.
- **Event Staffing**: Interact and engage with audiences and the general public in a 'front-of-house' capacity.
- **Relationship Building**: Cultivate and deepen relationships with diverse stakeholders - property owners, businesses, community groups, artists, event affiliates, and others, aiming to collaboratively spearhead placemaking ventures across Downtown.

Candidate Profile

The ideal candidate will possess:

- A Bachelor's degree in a related field.
- A background in creative arts, especially photography, video, or graphics.
- Ease in communicating with musicians, artists and various partners.
- An intrinsic drive, coupled with creativity, organization, efficiency, and positivity.
- The ability to thrive and work effectively independently and as a part of a team.
- An exceptional level of detail orientation, the ability to prioritize and organize multiple projects, meet deadlines, problem-solve, and multi-task.
- Stellar communication skills, both written and verbal.
- Ability to be resourceful, solve problems and handle stress.
- A genuine enthusiasm for fostering vibrant Downtowns that are diverse, inclusive, and accessible.
- Proficiency in Microsoft Office is required.

Physical Demands

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, and reach with hands and arms. The employee is required to lift and/or move up to 20 pounds.

Position Classification and Compensation

This is a full-time, non-exempt position with a salary range between \$40,000 and \$45,000 annually, commensurate with experience. Work will be done predominantly in a Downtown Atlanta office. Typical office hours are 8:30 AM until 5 PM.

Employment, including benefits, is provided through Central Atlanta Progress, Inc. (CAP) and offers employees a competitive benefits package, including health insurance, dental insurance, short-term disability, and a 401(k) savings program.

CAP is an equal opportunity employer and will consider all qualified applicants for employment without regard to age, disability, religion, creed, political affiliation, race, color, sex, marital status, sexual orientation, or national origin.

To Apply

Interested applicants should e-mail a letter of interest and their resume to Noa Hecht, nhecht@atlantadowntown.com. Only those applicants deemed qualified will be contacted. No phone calls, please.