



Position: Public Space Manager

This position requires an energetic, results-oriented professional enthusiastic about the future of the Chicago Loop. Ideal candidate will have one to three years of experience in urban planning, placemaking, arts administration, event planning, or related fields. Ability to manage complex issues and projects, work effectively with a variety of constituencies, interface with volunteers and build consensus among diverse stakeholders are essential skills. Passion and creativity for placemaking, urban design and public space is a must.

CLA Mission: The mission of Chicago Loop Alliance is to create, manage and promote a high-performing urban experience attractive to people and investment. CLA supports and advances the interests of its members through enhance services, planning, advocacy, placemaking, economic development, membership and promotion.

Reports To: Director of Planning

Summary: This person will work with the Director of Planning to develop and execute consumer-facing programs and manage public space initiatives. He or she will be the lead on ACTIVATE and play a supporting role on several other projects.

Essential Tasks & Responsibilities:

With supervision and support from the Director of Planning, the Public Space Manager will develop, execute, and manage the CLA placemaking portfolio, including the following projects and initiatives:

1. **Lead ACTIVATE:** CLA's largest public-facing program - a series of four pop-up events in the Loop over the summer. Significant support will be provided by the Director of Planning.
 - Execute the logistical side of ACTIVATE, including permits and licenses, staffing, rentals and purchases, security, site selection, site planning, trash removal, installation and more.
 - Plan the creative side of ACTIVATE, including creating and distributing RFPs for artists and curators, designing themes, hiring and managing artists and curators, working with CLA marketing team to design marketing and press materials
 - Manage ACTIVATE financials, including budgeting and sponsor solicitation and engagement
2. **State Street Destination Marketing program:** State Street banners, planter signs, and Lightscape, a LED light/audio attraction.
 - Maintain a calendar of banner programs and solicit sponsors for open months
 - Manage the city permitting process for banners and work with vendors for installation
 - Work with contractors for Lightscape repairs and programming
 - Collaborate with the Director of Planning on special banner and Lightscape projects
3. **The Gateway:** CLA managed public space on State Street.
 - Manage the permitting, maintenance, and programming of this space with the help of the CLA Street Team
 - Create and monitor benchmarks to measure success of the space
 - Work with the Director of Planning to identify challenges and opportunities and translate those into planned improvements to the space, such as furniture upgrades and more
4. **Winter Placemaking Activities:** to be determined, but potentially:
 - Holiday lighting installation - includes site selection, artist selection, permitting, sponsor solicitation, and more
 - Potential Pedway activation - to be determined



5. Committees:

- Placemaking committee - assist the Director of Planning in managing the Placemaking committee, including identifying and recruiting potential members, scheduling meetings, presenting CLA program updates, engaging committee members in planning CLA programs, and keeping meeting notes
- Attend and support other committees as needed, including Wabash District Advisory Group and Cultural Mile Group

6. Event support (as needed)

- Support the CLA staff with other events as needed.

Education & Experience:

- Bachelor's degree with one to three years successful experience in urban planning, project management, event planning, arts administration, placemaking or related fields.
- Experience in developing and implementing a successful public event or arts program preferred

Ideal Candidate will be:

- Enthusiastic to learn about urban planning and placemaking
- Hands-on and energetic; unafraid to work in unconventional spaces and away from your desk
- Team player who can create and manage many relationships and competing interests
- Passionate about the arts
- Calm and effective under pressure

Knowledge and Skills:

- Out-of-the-box thinker with creative solutions to unusual challenges; ability to deliver compelling arts programming to surprise and delight the public.
- Excellent project management skills at all stages, from the conceptual stage to successful completion of a project.
- Ability to pursue sponsorship contribution to fund programs and events including community partners, private foundations and business and corporate investors.
- Experience creating and managing budgets preferred.
- Skilled consensus builder, able to work well within the framework of a complex and politically sensitive public-private sector environment with a broad cross-section of personalities.
- Relationships with the Chicago arts community including galleries, curators and artists from numerous disciplines desired
- Attention to detail and strong oral and written communication skills.
- Time management - effectively facilitate multiple projects simultaneously while meeting deadlines.
- Demonstrated and proven integrity, sound judgment and financial responsibility
- Working knowledge of Microsoft Office and Adobe Creative Suite

Compensation:

Starting Salary \$40,000-\$45,000, medical, dental, vision and employer contribution to a 401(k).

To Apply:

Please send cover letter, resume, and references by January 31, 2019 to:
resumes@chicagoloopalliance.com.

Please go to loopchicago.com and loopchicago.com/activate for more information.