



## Coordinator, Public Spaces and Placemaking

<b>Job title</b>	<i>Coordinator, Public Spaces and Placemaking</i>
<b>Reports to</b>	<i>Placemaking Lead</i>

### Job Purpose

We are seeking a creative, energetic, conscientious and organized individual to assist with placemaking initiatives for the Downtown Vancouver Business Improvement Association (DVBIA). Reporting to the Placemaking Lead and working closely with the Partnerships and Engagement Manager, this role operationally supports DVBIA projects in the public realm. This role will plan and execute programming and events in publicly accessible spaces, build relationships, interface with relevant stakeholders, and assist with placemaking projects from beautification to large scale activations.

### Duties and Responsibilities

#### RESEARCH

- Research best practices for activating public spaces and implement both ongoing and innovative programs
- Research best practices of placemaking initiatives from other urban districts for use in key retail districts

#### OPERATIONAL AND PROJECT IMPLEMENTATION

- Plan and execute programming for DVBIA programs to ensure key locations are activated daily from Monday-Friday and within a predetermined budget
- Assist Placemaking Lead with project development and place stewardship
- Provide clear communication with activity providers/partners and manage calendars and schedules effectively
- Set-up, take-down and supervise equipment required for successful activations
- Establish positive relationships with businesses surrounding key spaces and build support through successful implementation of activations and effective communication
- Observe particular retail districts and park spaces to identify opportunities for enhancement
- Gather public space measurements and maintain collected data including use of space, pedestrian counts, type of engagement, and length of stay
- Implement engagement strategies and surveying methods
- Monitor spaces for graffiti, cleanliness and maintenance issues, and report findings to Placemaking Lead and relevant DVBIA staff

#### ADMINISTRATIVE

- Perform data entry and maintain accurate project records
- Monitor incoming invoices and monthly budget tracking for relevant projects

### Requirements

- Post-Secondary education or proven experience in urban planning, placemaking and event management
- Thorough understanding of public space planning, placemaking, and how best to conduct on-site measurements
- Passion for creating vibrant and inclusive public spaces with strong understanding of how such spaces impact the community
- Excellent writing skills and fluency in Microsoft Word, Excel and PowerPoint
- Ability to work independently and within a collaborative team environment

- Critical thinker with demonstrated ability to remain positive, solve problems, and seek clarification when required
- Excellent communication and relationship building skills with balanced ability to receive direction and show initiative
- Must be comfortable working in an open office environment

### **Working Conditions**

This role includes a blend of office and outdoor work. Between May and October, approximately 50% of the time will be in an office environment completing administration tasks and 50% of time spent will be outdoors, rain or shine, organizing and implementing placemaking initiatives. All office work is conducted in a shared space.

### **Physical Requirements**

A moderate level of physical activity is required for this role, tasks include:

- Substantial amount of walking each day
- Occasional walking while transporting items by dolly or hand
- Sitting or standing outside for extended periods of time when measuring and/or facilitating activities
- Lifting objects up to twenty pounds

**When applying please submit a cover letter and resume to the attention of Jane Talbot, Vice President, DV BIA at [jane@dtvan.ca](mailto:jane@dtvan.ca).**