

**Position/Title:** **Manager of Rental Events (Part-time)**

**Start Date:** **Immediate**

**Contact:** **Send resume and cover letter to [ArtsJobs@cityparksfoundation.org](mailto:ArtsJobs@cityparksfoundation.org)**

### **ABOUT CITY PARKS FOUNDATION**

At City Parks Foundation (CPF), we are dedicated to invigorating and transforming New York City parks into dynamic, vibrant centers of urban life through sports, arts, community building, and education programs for all New Yorkers. Our programs -- located in more than 400 parks, recreation centers, and public schools across New York City -- reach 300,000 people each year.

- CityParks Shows brings hundreds of live music, dance and theater performances to communities throughout New York City's five boroughs. The SummerStage festival presents over 100 free performances and benefit concerts each year in 16 parks throughout the city, ranging from American pop, Latin and world music to dance, spoken word and theater. The Swedish Cottage Marionette Theatre, home to one of the last public marionette companies in the US, presents modern takes on classic fairy tales, and the traveling PuppetMobile presents family-friendly puppet shows and workshops outdoors around the city, free of charge.
- Partnership for Parks is a unique public-private partnership between CPF and NYC Parks that supports and champions neighborhood volunteers by giving them the tools they need to advocate and care for their neighborhood parks and green spaces.
- CityParks Learn environmental education programs help students experience the fun of science, while learning about their relationship to the natural world and the ways in which they can protect our natural environment. We provide environmental science programs for elementary, middle and high school students throughout New York City, serving nearly 3,000 kids through school-day, afterschool and summer programming, as well as credit-bearing training and paid internships for teenagers.
- CityParks Play activates New York's neighborhood parks with free sports programs for kids, including tennis, soccer, golf, track & field, and multi sport instruction, as well as fitness classes for seniors. We help New Yorkers stay active and healthy, discover new sports, and make new friends.

Our ethos is simple: *we believe thriving parks mean thriving communities.*

### **POSITION SUMMARY**

The Manager is responsible for developing and implementing a rental program for three venues managed by City Parks Foundation. Rental of these spaces provides much needed revenue that is used by City Parks Foundation to help support our free programs around New York City. During the summer season of approximately mid-May through early October, the schedule for this position will mirror the SummerStage event schedule, which includes evening and weekend hours. From mid-October through early May, the position will follow a part-time schedule of approximately 21-25 hours a week, Monday through Friday, with some nights and weekends if there are events scheduled. The Manager reports to the Director of Arts Operations. The venues are:

- **Rumsey Playfield in Central Park:** home to the Capital One City Parks Foundation SummerStage festival, a 5,500 capacity outdoor venue fully built out for concerts and other performances from mid-May through early October. The venue can be rented in full for private events including galas,

corporate dinners, product launches, conferences, TV productions, and more. During SummerStage performances, smaller VIP areas may be rented for client/employee entertaining for groups of approximately 10-75 or more.

- **Swedish Cottage Marionette Theatre in Central Park:** a children's theater in an historic building near West 81st Street that contains a small indoor theater seating up to 100 and an adjacent room suitable for birthday parties, dinners, or other small receptions for up to 30-40. Location has also been used for film shoots.
- **CityParks Junior Golf Center in Dyker Heights, Brooklyn:** a public training facility featuring a 6-hole par 3 golf course, putting and chipping greens, a driving range, and an indoor clubhouse and classroom. The Junior Golf Center is available for employee engagement events and team-building activities.

The Manager will be responsible for prospecting, selling, planning and servicing private events in each of these venues.

### **RESPONSIBILITIES**

- Create sales packages and devise marketing strategies to promote the availability of rental spaces.
- Identify and proactively approach prospective renters to secure rental agreements.
- Develop and maintain a diverse portfolio of industry contacts. Work with other City Parks Foundation staff to cultivate existing relationships and identify new prospects.
- Conduct walk-throughs and other meetings to share information with potential renters about the locations.
- Coordinate with Client & Patron Services Coordinator for SummerStage calendar management, NYC Parks permitting, ticketing, and other event execution needs. Coordinate with Cottage and Golf Center staff for those locations.
- Create contracts and other agreements with rental clients and manage accounts receivable.
- Manage small portfolio of legacy clients/events that are required to take place each year.
- Coordinate with all relevant vendors including caterers.
- Serve as on-site liaison for events and coordinate event execution with appropriate venue staff to ensure that all event requirements are met.

### **QUALIFICATIONS**

- 5+ years of experience in event sales/rentals and strong knowledge of the industry.
- Proven track record with event rentals and sales and guest services.
- Working knowledge of catering and event management, and familiarity with basic performance and technical specifications.
- Ability to prioritize and work effectively under deadlines in a fast-paced environment with strong attention to detail.
- Demonstrate excellent customer service in all relations with clients.
- Flexibility to work irregular hours, nights and weekends as required.

### **WORKING FOR CITY PARKS FOUNDATION**



**City Parks Foundation**  
830 Fifth Avenue, New York, NY 10065  
[www.cityparksfoundation.org](http://www.cityparksfoundation.org)

Benefits may include healthcare, 403(b) Retirement Plan, and Transit Check program. City Parks Foundation is a collegial, mission-focused organization that values its employees and encourages professional growth and advancement.

**CONTACT**

Interested parties should email cover letter, resume, and salary requirements to:  
ArtsJobs@CityParksFoundation.org. Put "EVENT RENTALS" in subject header.

Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls, please.