

Manager, Placemaking & Public Spaces

The Downtown Winnipeg BIZ promotes, cares and advocates for a vibrant and inclusive downtown where business thrives and people are drawn to work, live, shop and explore. We host events, promote downtown, keep the neighbourhood clean and attractive and are a voice for the downtown community. Our downtown is on Treaty No. 1 territory and the National Homeland of the Red River Métis.

POSITION SUMMARY

Are you passionate about urban design and community development? Do you thrive on creative projects and finding innovative ways to create an impact? Our wide variety of projects focus on revitalizing and enhancing public spaces in our downtown to support economic development and community building. Many of these projects are done in collaboration with partner organizations and stakeholders and range from facilitating design and construction of spaces and new amenities to creating public art initiatives that support our unique local identity. If we can dream it, we can try it!

As the Manager of Placemaking & Public Spaces at the Downtown Winnipeg BIZ, you will be part of a creative and dynamic team that believes in embracing change and fostering innovation and is dedicated to truly making an impact in the heart of our city. We are guided by our values: Respect, Collaboration, Innovation and Excellence, and Inclusion.

The ideal candidate is a results-oriented and analytical thinker, who is enthusiastic, adaptable and skilled in project development. This role is a great fit for a collaborative team player who can foster and develop strong community and stakeholder relationships and of course... be passionate about downtown Winnipeg.

KEY RESPONSIBILITIES

- Develop and execute on placemaking strategies and projects aligned with our strategic plan, informed by community and stakeholder engagement
- Manage all aspects of placemaking and public space projects including budget development and tracking, timelines, approvals, insurance and liability considerations, and maintenance requirements
- Manage consultants and contractors to uphold standards required by the City of Winnipeg and other authorities
- Identify and secure funding sources for key projects including writing grant applications, managing funding requirements, and preparing reports
- Identify, establish and expand valuable working partnerships within the downtown community
- Establish and maintain feedback systems and reports to track strategic goal accomplishment
- Maintain positive relationships and work closely with a variety of stakeholders including government departments, not for profits and businesses.
- Collaborate and coordinate with internal teams and external partners to develop and implement projects
- Track and manage departmental assets
- Organize and maintain project files, contracts, and documentation to ensure compliance with regulatory requirements
- Lead, coach, and provide direction to both permanent and seasonal members of the team

REQUIREMENTS:

- Experience in community building and implementation of physical projects in an urban setting
- Post-secondary education in a related field, or an equivalent combination of education and experience in placemaking, urban planning or landscape architecture an asset
- Strong leadership skills, with minimum two years' experience in management
- Proven ability to plan, design and execute placemaking and public spaces initiatives
- Experience with standard project management practices and contract administration requirements
- Familiarity with municipal policies and approvals, as well as other jurisdictional considerations
- Public Engagement experience (IAP2 certification an asset)
- Knowledge of design standards, accessibility standards, and environmental maintenance practices.
- Strong written and verbal communication skills
- Excellent organizational skills with the ability to manage competing priorities
- Enthusiastic self-starter with the ability to quickly learn and understand concepts, problem solve, take ownership, and manage work with minimal supervision
- Computer proficiency (primarily related to: Adobe Suite and Vector Works/Auto CAD)

WORK ENVIRONMENT & CULTURE

The Downtown Winnipeg BIZ embodies a culture of collaboration and customer service. We have a diverse team that is encouraged to provide input and participate on committees to inform workplace values and influence the culture and environment. Working in the heart of downtown, we take time to enjoy the amenities and community around us; through participation in our own programs, staff celebrations, and the endless number of events located downtown. We offer employer paid benefits, numerous professional development opportunities, a 35-hour work week, subsidized transit passes, "Furry Fridays" (bring your pet to work days) and early access to information about fun things happening in the heart of the city. Our organization's success is powered by our passionate team. Downtown is moving forward – be a part of the team at the centre of the action!

The Downtown Winnipeg BIZ is committed to equity, diversity and accessibility in the workplace. We strive to have a team that reflects our downtown where diverse abilities, backgrounds, cultures, identities, languages, and perspectives are valued and drive a high standard of service and innovation. We encourage candidates to speak to this in their application.

Qualified candidates should submit their cover letter and resume with salary expectations to careers@downtownwinnipegbiz.com. Please include position title in the subject line. Please be advised only those selected for an interview will be contacted. **This posting will remain open until filled.**

Applicants should identify if they require accommodation during the competition process on a confidential basis. This posting is available in alternate formats upon request.