

**Job Title:** Events & Placemaking Specialist

**Department:** Engagement

**Reports to:** Director of Engagement

**Status:** Full-Time

**Location:** In office

The Events & Placemaking Specialist will plan, lead and execute all events, creative arts and activation programs for Live It Up! Hillsborough Street (formally known as Hillsborough Street Community Service Corporation or HSCSC). They will also strategically help identify and develop new programs for the corridor.

**Key Responsibilities:**

- Project lead for annual events - includes Packapalooza, Red & White Week, Live & Local, Movies in the Garden and our Annual Stakeholder Meeting
- Project lead for arts & placemaking programs - includes public art, holiday programming and arts grants
- Work with local event producers, the City of Raleigh and other stakeholders who utilize Hillsborough Street for special events and activations

**Requested Skills:**

- Experience (minimum 3 years) with event management, project management, placemaking, creative programming or other related area
- Ability to multitask
- Organized and detail-oriented
- Enjoyment of bringing events and/or activations to life
- Collaborative
- Creative
- Self-motivated
- Ability to supervise others to bring a project/event to life, such as volunteers and interns
- Ability to work flexible hours (some nights and weekends will be required for events)

**Skills that are a Plus, but not Required**

- Google Systems (Google Docs, Google Sheets, Google Drive, etc.)
- Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere Pro, etc.)
- Trello or another project management system
- Office Suite (Word, Excel, Powerpoint, etc.)

**Position Environment**

The Events and Placemaking Specialist will work in the HSCSC office, and its fast-paced, deadline-driven environment. The position is predominantly an in-office role, with limited flexibility for work from home or remote work. The individual will interface with business and property owners, residents, community members, government staff, vendors, and professional service providers. Due to the nature of the position, it is expected that this individual may be

required to work outside the normal 9:00 a.m. - 5:00pm office hours. They will be required to engage with merchants and our stakeholders in person. They will need to be able to navigate the corridor, safely facilitate the events and placemaking activities and access our second floor office using the stairs.

### **Compensation**

The Events and Placemaking Specialist is an exempt employee. Compensation shall be commensurate with experience and will qualify for a generous benefits package to include health/eye/dental care, retirement contribution, parking and professional development. Vacation and sick time is also included. Salary range is \$44,000 to \$48,000 annually.

### **Diversity, Equity and Inclusion**

Live It Up! Hillsborough Street is a diverse coalition of Hillsborough Street community partners that advocates for a vibrant and unique district. This includes a commitment to providing crucial opportunities, both within our organization and within our district, to individuals and businesses from all walks of life and all backgrounds. HSCSC is an equal opportunity employer and is committed to complying with State and Federal laws including fair employment practice laws, which provide equal opportunity in employment to all persons regardless of race, color, national origin, sex, age, religion, veteran status, or disability.

### About HSCSC

HSCSC is a community development organization that has helped guide the revitalization of Hillsborough Street in Raleigh, NC for more than a decade. For more information, visit [www.hillsboroughstreet.org](http://www.hillsboroughstreet.org).

### MISSION:

The Hillsborough Street Community Service Corporation's mission is to make the Hillsborough Street community a distinct destination in Raleigh by providing services and programs that improve the economic sustainability of the territory's businesses and increase the market value of its properties.

### To Apply:

Before January 31st, please email resume, cover letter, a writing sample, two examples of events placemaking projects or activations you produced, and a list of 3 references to: [jobs@hillsboroughstreet.org](mailto:jobs@hillsboroughstreet.org)

Internal Info