



Actual Role Title: Placemaking Specialist / Assistant Manager

Department: Operations, Special Services, and Placemaking

Classification: Exempt, Full-Time

Reports to: Manager of Placemaking

Work Schedule: Monday–Friday, 8am–5pm, with evening, weekend, and holiday hours based on programming needs

Compensation: \$47,000 – \$57,500 annually, plus benefits OR commensurate with experience

Vision

Tampa Downtown Partnership is the leader in fostering a vibrant, diverse, 24-hour Downtown in which to live, work, play, and learn.

Mission

As a private nonprofit, our mission is to champion the vitality and growth of Tampa’s Downtown, convening stakeholders, embracing innovation, and fostering thriving Downtown neighborhoods. Guided by our core values of Innovation, Operational Excellence, Collaboration, Inclusivity, and Integrity, we deliver services and initiatives that make Downtown a place for all.

About the Downtown Special Services District

The Tampa Downtown Partnership administers the Special Services District program through an annual contract with the City of Tampa. Through the Special Services District, the Partnership promotes the Downtown experience through a range of initiatives, including clean and safe, placemaking and beautification, marketing, transportation, and urban planning. The Partnership also works with numerous organizations to identify and facilitate opportunities for collaboration, advocacy, and strategic planning for issues related to Tampa’s Downtown.

Position Overview

The Placemaking Specialist / Assistant Manager is a hands-on, execution-focused role responsible for supporting the delivery of Downtown Tampa’s placemaking and experience initiatives. This position helps bring programs to life — from recurring activations and neighborhood events to installations and seasonal programming.

Job Summary

Are you at your best when you’re out in the field making things happen? Do you believe public spaces should create room for **everyone to exist, gather, and belong**? This role is waiting for you! You’ll work with a dynamic, collaborative team committed to shaping a vibrant, inclusive, and innovative urban core where people **live, work, learn, and enjoy**.

Key Responsibilities

Program Delivery



Administer all aspects of small-scale and recurring programs, including but not limited to:

- Spring and summer large-scale programming
- Community engagement activations and surprise pop-ups
- Monthly and quarterly neighborhood programs
- Weekly Downtown programs

Event & Activation Management

- Plan and execute events and activations from concept through completion, including creative design, timelines, vendor coordination, setup, on-site management, and breakdown.
- Manage event budgets, process payments, and track expenses.
- Serve as a liaison between vendors, contractors, city departments, and community groups to support the smooth implementation of events.
- Coordinate programming and activation strategies with the City of Tampa, Friends of the Riverwalk, and other key partners.
- Research and communicate permitting, permissions, and approval requirements for placemaking projects.

Placemaking Program Support

- Prepare reports, presentations, contracts, applications, letters, and maintain program databases and records.
- Research grant opportunities and best practices; prepare grant proposals as appropriate.
- Maintain and update placemaking content for the Tampa Downtown Partnership website and promotional materials.

Community Engagement & Outreach

- Build relationships with residents, businesses, and community organizations.
- Identify neighborhood partners and community leaders to support program participation.
- Represent the organization at public events and activations.
- Encourage inclusive community participation in Downtown programming.

Program Support & Special Projects

Support execution and administration of major department initiatives, including:

Public Art Programs, Public Realm Enhancements, Signature Events, and Small Business Support & Grant.

Perform other duties as assigned

Personal Attributes & Alignment with Mission

- **Mission-driven mindset:** Passion for strengthening vibrant, inclusive downtown neighborhoods.
- **Innovative thinker:** Brings creative approaches to essential services and problem-solving.



- **Operational excellence:** Detail-oriented, disciplined, and committed to delivering high-quality outcomes.
- **Collaborative spirit:** Builds trusted relationships with staff and community partners.
- **Inclusive leader:** Values diverse perspectives and fosters an equitable, welcoming environment.
- **Integrity and accountability:** Operates with the highest ethical standards and transparency.

Requirements

- Bachelor's degree OR 3–5 years of professional experience in event coordination, community activations, marketing, public art management, or a related field
- Strong communication, organization, and attention to detail
- Ability to lift 40 lbs and work outdoors for extended periods
- Ability to manage multiple projects simultaneously
- Ability to work independently and collaboratively
- Ability to work a **flexible and sometimes unpredictable schedule**, including evenings, weekends, and holidays
- Proficiency in Microsoft Office, Outlook, and basic event/design tools
- Passion for **placemaking, community engagement, and creating inclusive public experiences**

Preferred Experience

- Knowledge of Business Improvement Districts
- Familiarity with Downtown Tampa
- Experience engaging diverse communities
- Experience with public programming or placemaking initiatives

Equal Employment Opportunity

The Partnership is an equal opportunity employer. It is the policy of the Partnership to provide equal employment opportunities to all employees and applicants for employment without regard to race, creed, color, age, sex, religion, disability/handicap, pregnancy, childbirth, or related medical condition, citizenship status, service member status, sexual orientation, gender identity or expression, familial status, marital status, national origin, genetic information, or any other category protected by law in all employment practices

To Apply: Submit a cover letter, résumé, and two professional references to
admin@tampasdowntown.com.

Applications should be submitted by **May 8, 2026**

Disclaimer:



This job description does not constitute a written or implied contract of employment. It is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or work conditions associated with the job. Furthermore, the employer reserves the right to revise or change the job duties and responsibilities as the need arises.

www.tampasdowntown.com