

## **Public Realm Coordinator**

This is a fixed-term pregnancy/parental leave coverage role that begins January 13, 2025 for a 12 month period.

The Public Realm Coordinator plays a pivotal part in creating urban experiences in the Downtown Yonge neighbourhood. They will execute place-based initiatives that foster sense of belonging and connection. They will play a supporting role in the Planning and Development portfolio by engaging in public streetscape construction projects, infrastructure works and private sector developments within the neighbourhood. The role reports to the Public Realm Experience Director.

### **Key Responsibilities**

#### **Placemaking**

- Plan, coordinate and execute placemaking initiatives to enhance spaces and encourage in-person and online engagements. This will include but not limited to public events, murals, banner program, passive and active space animations.
- Ideate and propose small but radical seasonal public realm interventions.
- Collaborate with the team in creating marketing plan and execution to promote the initiatives.
- Research and identify partnerships that would promote the neighborhood as a cultural corridor.
- Create membership engagements through placemaking initiatives.
- Track and prepare data reports to quantify impacts of the different initiatives, including testimonials and anecdotal stories.
- Document each program and manage photo library.
- Support other placemaking initiatives.
- Other duties assigned.

#### **Planning and Development**

- Working with the Public Realm Director, monitor development applications and note of opportunities for public realm improvements.
- Monitor relevant development news and policy updates.
- Identify creative beautification opportunities such as hoarding, lane closures, parklets, etc
- Other duties assigned.

#### **Education and Experience**

- Post-secondary degree in Urban Planning, Urban Design, Public Administration or event production.
- 3+ years progressive experience related to business improvement areas, urban planning, placemaking, public space management or related field.
- Proven track record in planning and executing public events and activations.

- Experience working with municipal governments or business improvement areas
- Proven track record in grant and sponsorship acquisition is a plus.
- Previous experience working in Toronto Arts Sector is a plus.

### **Skills and Knowledge Requirements**

- Strong organizational skills to be able to manage simultaneous projects with competing priorities
- Clear understanding of placemaking and public space management
- Ability to think strategically and take initiative
- Creativity in overcoming challenges in and enhancing public spaces
- Keen attention to details from planning, execution and monitoring of initiatives
- Familiarity with emerging trends in placemaking and community engagement
- Strong interpersonal skills and ability to engage with multitude of stakeholders at different levels
- Proficiency in Project management tool, Microsoft Office and Adobe Suite
- Full G license and a clean driving record is a plus

### **Work Environment:**

Public Realm Coordinator works hybrid, minimum of three days a week in the office. They will work in person for events and other activities including evenings and weekends. This will include working outdoors in different types of weather. DYBIA uniforms and safety equipment are provided and must be worn when working outdoors.

### **Duration:**

This is a full time one year contract, starting January 13, 2025.

### **Salary:**

\$65,000 annually + benefits including paid sick days

### **Application Submission:**

Send resume to: [bia@downtownyonge.com](mailto:bia@downtownyonge.com)

Closing date: November 26, 2024

DYBIA is an equal opportunity employer committed to diversity and inclusion. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We welcome and encourage applications from all qualified applicants. Accommodations for persons with disabilities required during the recruitment process are available upon request.