

JOB TITLE: Program Associate

REPORTS TO: Director of Placemaking & Events

POSITION STATUS: Full-Time, exempt

Posted: 4.8.26

POSITION DESCRIPTION:

The Downtown Boston Alliance seeks an organized, enthusiastic, and collaborative Program Associate to support events and programs Downtown. This entry-level role will be a great fit for someone who is passionate about bringing the community together to enjoy music, food, art, and connections. This is an exciting time to join a recently rebranded organization that continues to launch and expand initiatives involving programming, special events, public art, and economic opportunity for all.

ABOUT THE DOWNTOWN BOSTON ALLIANCE (DOWNTOWNBOSTON.ORG):

The Downtown Boston Alliance (DBA), formerly known as the Downtown Boston Business Improvement District, was created by property owners committed to achieving the district's full potential as a premier and vibrant destination. Our mission is to significantly improve the experience of all who live, work, visit, go to school, or shop in the 34-block, 100-acre DBA service area by providing supplemental services to keep the district clean, safe, and vibrant while catalyzing an energetic and thriving business climate and serving as the neighborhood's voice and advocate.

PRINCIPAL RESPONSIBILITIES:

Program Coordination

- Support with managing on-site production and clean-up for events and programs, including staging, set-up, and breakdown
- Provide program management over individual events and activities throughout the pre-event planning process, working with 3rd party partners and internal DBA staff to produce first-rate events
- Serve as a polite, welcoming, friendly, and helpful representative of the DBA while staffing events and programs
- Coordinate internal event planning meetings, including taking minutes and following up on next steps
- Attend all meetings with event partners and track deliverables
- Maintain an inventory of event materials (giveaways, signage, etc.)
- Maintain a master list of events planned, their status, and key event contacts
- Ensure all events are recorded on internal online calendar
- Support event permitting and logistics, including tracking submissions and their status
- Connect event partners with DBA marketing staff to ensure effective cross-promotion
- Assist with preparing event and program budgets and provide periodic progress reports

SKILLS & QUALIFICATIONS:

- Strong written and oral skills, organizational ability, and attention to detail
- Effective, timely communication, both internally and with external partners
- Friendly and welcoming with a strong customer service mentality
- Proficiency in the Microsoft office suite (Word, PPT, and Excel), email, and online calendar management
- Familiarity with producing social, educational, cultural, musical, youth, and/or historical events and programs for a diverse audience, or strong demonstrated interest in the same.
- Demonstrated experience managing a complex event or project
- Socially conscious, with a passion for equity, inclusivity, urbanism, and place-management.
- Bilingual candidates preferred

LOGISTICS & COMPENSATION DETAILS:

- **Hours & Days:** This is expected to be a salaried, ~40 hour a week schedule.
 - Expected to be Tuesdays through Saturdays from 9:00 am to 5:00 pm.
 - During the heavier programming season, the schedule may regularly require a later start and end time to align with evening programs.
 - The ability to work mornings, evenings, and other days for organizational activities and events is required, though the organization works with its employees to find work-life balance and to ensure a consistent number of total hours is worked.
- **Salary & Benefits:** The position is salaried and exempt with a generous benefit package. The salary range for the position is \$40,000 to \$55,000, commensurate with experience.
- **Location:** This role will be office- and district-based, in-person.
- **Career Advancement:** We believe strongly in professional development and career advancement for our staff. Promotion opportunities will be considered based on areas of mutual interest for the employee and need for the organization.
- **Other Info:** The role may require some bending, stooping, reaching, carrying, climbing, and lifting as necessary to perform assigned duties.

APPLICATION PROCESS:

- Please email cover letter and resume to jobs@downtownboston.org with subject line "Programs Associate (YOUR INITIALS)".
- Cover letter should include the answer to this question: "What is a public event that has remained positively etched in your memory after attending and why?"
- Each file name should include applicant's last name
- No phone calls please

The Downtown Boston Alliance is an Equal Opportunity Employer and greatly encourages candidates of all backgrounds to apply. Diversity of opinions, experiences, and backgrounds is a key and valued component of our work to promote a welcoming, accessible, and inclusive experience in Downtown Boston through an organization that is itself diverse and inclusive.