



FRIENDS OF THE HIGH LINE

POSITION DESCRIPTION

Manager of High Line Concessions and Events

Friends of the High Line (FHL) is the NYC Department of Parks & Recreation's non-profit partner working to ensure the park on the High Line is maintained as a great public place for all New Yorkers and visitors to enjoy. In addition to overseeing the maintenance, operations, and public programming for the High Line, FHL is currently working to raise the essential private funding to help complete the High Line's construction and create an endowment for its future operations.

Food concessions on the High Line play an integral role in generating much-needed revenue in support of park maintenance and operations. The Manager of Concessions and Events will be charged with the creation of a strategy to utilize food concessions and rental of event spaces to generate this revenue.

Job Description

Reporting to the Executive Director, the Concessions Manager is responsible for all aspects of planning for and executing food concessions and event rentals on the High Line, including the development of an overall vision, strategy, and business plan, with a focus on sustainability, affordability, and nutrition. Potential concessions strategies will include an FHL-managed concession as well as management by outside vendors.

Responsibilities include

- Creation and analysis of business models for both an FHL-managed food concession as well as a concession managed by one or more outside vendors;
- Creation of strategies for use of spaces on the High Line for private events;
- Identifying potential concessionaires, collaborators, and vendors;
- Preparation and administration of requests for proposals;
- Drafting and negotiating agreements;
- Coordinating all operational aspects of concessions, and events support;
- Working with all involved parties to address concessions-related design, use, and management issues;
- Identifying opportunities for increasing concessions and events revenue;
- Liaising with NYC Parks Department, Health Department, property owners, and other public and private entities for all issues related to concessions.

Qualifications

This position requires a bachelor's degree and at least 5 years of experience successfully managing similar projects. Experience in the food/beverage or catering business and familiarity with sustainable, environmentally-aware practices preferred. The successful candidate will demonstrate excellent leadership, planning, and organizational abilities. Candidates should be able to work independently, multi-task, solve problems, and collaborate with other staff at all levels. Candidates must demonstrate excellent skills in verbal and written communication.

To Apply

Please submit your cover letter, resume, and salary requirements to jobs@thehighline.org. Only those whose applications are being considered will be contacted. No phone calls, please.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.