



POSITION DESCRIPTION:

Vice President of Park Operations

The High Line is a new public open space on a disused, elevated rail structure on the west side of Manhattan. Built between 1929 and 1934 to carry rail freight, the High Line runs from Gansevoort Street to 34th Street. The High Line has been unused for freight transportation since 1980. It is now owned by the City of New York, under the jurisdiction of the NYC Department of Parks & Recreation (DPR). The High Line is managed by Friends of the High Line (FHL)—the City's non-profit partner in the design, construction, and ongoing maintenance of the park, in collaboration with the Department of Parks & Recreation.

Job Description

The Vice President of Park Operations (VPPO) is a key leadership position in the management of the High Line. Reporting to FHL's Chief Operating Officer, the VPPO is responsible for overseeing the High Line's daily operations, as well as long-term planning for future operational and horticultural needs for the park, and the continued development and refinement of park management protocols and staff. The VPPO will oversee the areas of Maintenance (mechanicals & custodial upkeep), Horticulture, Visitor Services, and Park Administration, and will ensure continued support and operational coordination with the departments of Public Programs & Education, as well as Food & Revenue (including events).

Primary tasks include:

- 1. Overall Planning/ Management:** Develop and oversee maintenance and operations protocols for the High Line, consistent with standard New York City Parks practices and Park Rules, and adapted with specific techniques to address the unique condition of an elevated open space; establish specific goals, priorities, and management strategies for the departments of Maintenance, Horticulture, and Visitor Services; participate in Executive Staff meetings to establish goals and priorities for the organization.
- 2. Vision:** Achieve short-term operational goals according to season while maintaining a solid vision for long-term projects. Continue to build on FHL's long term operational vision for the park, encompassing design, horticulture, facilities & maintenance, management strategy, and public programming. Project this vision to local, national, and international communities, acting as the leading spokesperson for establishing and promoting the High Line as a unique example of urban green space reclamation and renewal.
- 3. Budget:** Create long-term plans and budgets for maintenance and operations on the High Line based on immediate and long term goals; work with department managers to create annual budgets and manage expenditures related to projects and repairs as they arise.
- 4. Manage Staff:** Oversee hiring, reporting structure, and termination of all park staff. Work with departmental managers to coordinate long- and short-range protocols and work plans, including management of all maintenance staff, horticultural staff, and visitor services staff. Make regular personal observations and analyses of all facilities, plantings, programs, events, and concessions stations and communicate any changes, problems, or alterations to be made. Serve as a leader for the departments, insuring good morale; provide clear and concise staff evaluations; command highly-functioning Operations staff and intervene internal staff issues or HR-related challenges when appropriate.
- 5. Maintenance and Operations (M+O) Facility Management:** Develop a management plan for a permanent Maintenance + Operations (M+O) Facility at Gansevoort Street, to open in 2013. Ensure high level of

organization and upkeep of interim Park Operations facilities, including office space and staff common spaces located on West 20th Street, as well as equipment storage areas along the High Line.

6. Horticulture: Provide close support for Director of Horticulture and horticulture staff to approve plans for long-term management of a diverse group of plantings, including trees & shrubs, grasses, perennials, bulbs, and wetland plantings using sustainable methods; collaborate with the planting designers James Corner Field Operations & Piet Oudolf to manage the cultivation of, and changes to, the planting design over time.

7. Sustainable Best Practices: Oversee the continued development of environmentally-friendly and sustainable management practices, consistent with overall goals of the organization; evaluate the work and best practices of other local and national businesses and institutions.

8. Contract Management: Craft and/or review requests for proposals (RFPs), write specifications for contracts and work with project managers to supervise all contractors working on the site; ensure that the written specifications are fulfilled and work is conducted in a safe manner; manage outside contracts as necessary; supervise contracts and ensure that work is completed in accordance with protocols laid out in FHL/DPR License Agreement.

9. Public Education/ Outreach/ Fundraising: Establish and maintain effective working relationships with the Parks Department and other city, state, and federal departments/agencies. Represent FHL to the community, private funders, and other outside organizations; participate in professional organizations as a representative of FHL; work with programming staff to present tours and other educational programs.

10. Security: Act as FHL's authority for ensuring continued effective relations with Park Enforcement Police (PEP); maintain a safe environment for all park staff. Work closely with Visitor Services Manager to prioritize visitor safety in all conditions.

11. Snow/Ice & Inclement Weather: Participate in logistics and processes for efficient, safe snow and ice removal, including the use of plows, snow shovels, "ice breakers", snow blowers, and salt spreaders on an emergency and non-emergency basis during weekdays and weekends. Coordinate with Communications Department on weather-related park closures.

12. Communicate Progress: Keep the Executive Staff, FHL Board of Directors, and Parks Department affiliates informed concerning work progress, including present and potential problems and suggestions for new or improved/innovative ways of addressing problems.

Qualifications

This position requires a minimum of eight to ten years combined operational and administrative experience with a minimum of five years in a hands-on supervisory capacity. The successful applicant must have excellent leadership abilities, interpersonal skills, strong verbal and written communications, and an aptitude for complex organizational procedures, project management, and logistics. Candidates must be capable of managing multiple work streams simultaneously, maintaining cohesion and positive work relations among staff from various departments; must be able to interact with all levels of management and staff; must have good computer skills (Microsoft Word/Excel preferred). Knowledge of common employment practices is considered essential. A U.S. driver's license is required.

To Apply

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

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.