



## SENIOR PROGRAMS COORDINATOR

<b>Position Title:</b>	Senior Program Coordinator
<b>Department:</b>	Programs & Placemaking
<b>Reports to:</b>	Programs Manager or Sr. Director of Placemaking
<b>FLSA Status:</b>	Non-Exempt
<b>Salary Range:</b>	Based on experience

### ***Who We Are***

The Research Triangle Foundation (“Foundation”, “Research Triangle Park”, “RTF” or “RTP”), is a mission-based not-for-profit which strives to serve the residents of North Carolina through economic development partnerships and initiatives. RTP is a 7,000-acre Science-Research Park located in the center of the Triangle region. Historically, the Foundation was built on a revenue model of land sales. Today, the Foundation sits in the master developer driver’s seat for a 100-acre site within RTP called Hub RTP (“Hub”).

In 2015 the Foundation launched Frontier RTP (“Frontier”), affordable office space for entrepreneurs and small businesses centered around a free, public coworking space. The Foundation aspired to offer more to the community than just space and began building up a programming calendar that ranged from weekly happy hours and beehive tours to fitness popups and speaker series.

In 2021, the Foundation opened Boxyard RTP (“Boxyard”), a place where employees and members of the surrounding RTP communities can meet, eat, connect, and unwind inside RTP. Boxyard provides a platform for emerging entrepreneurs in the food, hospitality, retail, and events industries and includes an indoor-outdoor gathering space, dog park, and performance stage with robust programming featuring music, makers’ markets, art-focused events, and more.

So, how do events and programs play into this story? Events and programs are the backbone of the Foundation’s second chapter! While the development of Hub is underway, RTF has leveraged its current assets to create brand identity, credibility in the region, and most importantly, building community.

## ***What We Are Looking For***

The Programs & Placemaking Department at the Research Triangle Foundation is seeking a dynamic and creative individual to join our small, dedicated team of professionals who specialize in community programming, events, and placemaking initiatives. The Senior Programs Coordinator is a full-time role responsible for both the planning and execution of engaging events across RTF's brands and properties, including Boxyard RTP, Frontier RTP, and Hub RTP assets.

This role is ideal for someone who has mastered the programming cycle and can independently lead programs, partnerships, and key initiatives. The Senior Programs Coordinator contributes directly to shaping programming strategy, building sustainable community partnerships, and ensuring the successful execution of major events and initiatives.

We are looking for a proactive, hands-on, and strategic thinker who can mentor entry-level staff, develop departmental processes, and serve as the primary point of contact for complex internal and external collaborations. The ideal candidate is an innovative self-starter with strong attention to detail, a collaborative spirit, and a passion for fostering inclusive and welcoming spaces. They should thrive in dynamic environments, be comfortable with ambiguity, and be ready to make an immediate impact from day one.

## ***Duties and Responsibilities***

- Serve as lead planner for major recurring and signature programs.
- Independently manage program cycles from ideation to evaluation.
- Lead run-of-show teams during events; supervising volunteers, contractors, and staff.
- Make real-time decisions as an Event Lead, including layout changes, weather calls, and on-site issue resolution.
- Serve as a primary liaison for strategic community partners, vendors, and performers.
- Create SOPs, tracking documents, planning frameworks for department wide use.
- Analyze and refine project management systems, event evaluation tools, feedback loops, and KPIs to inform decision making.
- Negotiate MOUs, pricing, and partnership terms for assigned programs, as needed with manager advisement.

- Build and maintain multi-tenant collaborations that align with brand goals and audience needs.
- Lead cross-department coordination for complex or high-impact programming.
- Contribute to Program & Placemaking's strategic planning, performance evaluation, and programming audits.
- Support the onboarding and training of new Coordinators, interns, and contracted partners.
- Propose and manage budgets for assigned programs.
- Maintain a strong presence at Boxyard RTP, Frontier RTP and Hub RTP, during events.
- Support departmental needs during vacancies and high-volume programming periods.
- Perform other duties as assigned or required.

### ***Organizational Relationships***

Reports to the Programs Manager or Sr. Director of Placemaking, will work closely with a fellow Programs Coordinator, and is part of the Programs & Placemaking Team. This position will interact regularly with the Marketing & Communications Team, Accounting Team, and the Property Management Team.

### ***Required Qualifications***

- A passion for events, bringing people together and creating a sense of place.
- Strong experience in program ownership and cross-departmental collaboration.
- Demonstrated ability to work independently and make informed decisions.
- Experience leading run-of-show operations and supervising event support teams.
- Excellent oral and written communication skills, with the ability to effectively engage with visitors, partners, vendors, and internal teams via phone, email, and in person.
- Strong organizational, planning, and problem-solving abilities.

- Positive attitude, sense of humor, and the ability to collaborate, execute, and engage with Team Members, the Hub RTP campus, and their stakeholders and partners.
- An outgoing personality and positive work ethic.
- Proficiency with Microsoft Office and basic design/marketing tools.

### ***Preferred Skills and Knowledge***

- At least two to three years of relevant experience in program coordination, event production, community engagement, or related fields.
- Knowledge of event registration platforms, design platforms like Canva, content management systems such as WordPress, and project management systems like Monday.com.

### ***Physical Demands***

- Sitting and standing for extended periods is common. This is not a “desk job”; expect to be on the move! You will be moving back and forth between the office, and various event spaces across our properties. All of our buildings are ADA accessible.
- Hearing, vision and communication within normal ranges are essential for day-to-day aspects of this role. It is important to mention that music can be loud on the Hub RTP Campus, for those applying with sensory sensitivity.
- Ability to communicate orally and through technology. Regular use of email, phone, Teams and social media is expected.
- Good manual dexterity for the use of common office equipment, such as laptops, telephones, copiers, and projectors.
- Willingness to be trained on AV and PA equipment as it pertains to both the Boxyard RTP and the Hub RTP stages.
- Comfort working in an outdoor venue, with regular exposure to varying weather conditions, including heat and cold.
- Ability to lift ~25lbs. This role involves daily setup and breakdown of event materials, including moving stage equipment, tables, chairs, and other event-related items.

- While most work weeks will be 40 hours, your schedule will consist of working nights and weekends. Availability for nights and weekends **is required** because many events will be outside typical “office hours.” Covering these events will be a shared responsibility across the Programs team and occasionally by other staff/ interns. The schedule will be distributed at least one week prior to the given event.
- Overtime work may be required in very limited circumstances.

### ***Work Environment***

You will be joining the team in our office space on the Hub RTP campus. There is an opportunity for a limited hybrid schedule contingent upon events and programs occurring in any given week. However, the nature of this role is being present, in person, executing our programmatic efforts.

### ***Equal Opportunity Statement***

The Research Triangle Foundation is proud to be an Equal Opportunity Employer. We do not discriminate based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or any other non-merit-based factor.

### ***Qualifications/Resume Submittal***

If interested in applying, please send a resume and cover letter to [stockwell@rtp.org](mailto:stockwell@rtp.org).

No phone calls, please. Incomplete applications will not be reviewed.