



## PROGRAMS COORDINATOR POSITION DESCRIPTION

**Position Title:** Programs Coordinator  
**Department:** Programs & Placemaking  
**Reports to:** Programs Manager  
**Salary Range:** Based on Experience  
**FLSA Status:** Non-Exempt

### ***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 important, 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 Programs Coordinator is a full-time role responsible for both the planning and execution of engaging events across RTF's brands and properties. We are looking for a proactive, hands-on team member who is eager to contribute ideas, collaborate cross-functionally, and help bring programs to life. This role involves on-the-ground event coordination, cultivating community relationships, and ensuring a seamless experience for participants and partners alike. 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***

- Plan and execute a dynamic calendar of events at Boxyard RTP, including recurring and popup programs and seasonal activations while supporting tenant-led grand openings, events, and promotional "hype" events.

- Take an active role in ideating, planning, implementing, and evaluating new event ideas while evaluating incoming event requests with fellow team members for execution at Boxyard RTP and Frontier RTP.
- Coordinate logistics and promotion for events—particularly those on the Boxyard stage—in collaboration with contractors, vendors, and tenants.
- Provide on-site support and set up for a variety of events such as corporate nights and meetups, yoga classes, progressive dinners, makers' markets, mini festivals, and more.
- Plan and implement a monthly speaker series by slating speakers, hosting in person and virtual attendees, and managing registration at Frontier RTP.
- Work with the Programs Manager to run a digital events calendar on [boxyardrtp.com](http://boxyardrtp.com), monthly e-newsletter, and physical community calendars that showcase and promote a robust offering of opportunities hosted by Boxyard RTP, our tenants, and partners.
- Provide event marketing support as needed, including promotional tactics which may include posting live on social media and contributing to a shared content calendar.
- Act as a physical presence at Boxyard RTP and Frontier RTP during events for questions and inquiries from the public.
- Monitor Boxyard RTP's music playlist selections throughout the day.
- Support other programs occurring throughout Hub RTP, as needed.
- Perform other duties as assigned or required.

### ***Organizational Relationships***

Reports to the Programs Manager, 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 and the Property Management Team.

### ***Required Qualifications***

- A passion for events, bringing people together and creating a sense of place.
- Strong problem-solving skills and sound judgment in fast-paced, public-facing environments.
- 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.
- Positive attitude, sense of humor, and the ability to collaborate, execute, and engage with Team Members, the Boxyard RTP and Frontier RTP Communities, and their stakeholders and partners.
- Knowledge of social media-forward and digital media content (videos and photos), including Meta (Instagram/Facebook).
- An outgoing personality and a positive work ethic.
- A hospitality background or mindset.
- A detailed oriented mindset with strong organization skills.
- Proficiency in Microsoft Office Suite.

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

- At least one to two years of relevant experience in three or more of the following areas, with a strong emphasis on the first three:
  - Planning and executing events
  - Marketing and promoting events
  - Building and managing partnerships and community relationships
  - Curating topic-specific programming (e.g., guest speakers, demonstrations, artist showcases)
  - Coordinating hybrid (in-person and virtual) events
  - Booking and managing talent for live music performances
  - Basic experience with sound engineering or operating PA systems

- Knowledge of event registration platforms, design platforms like Canva, and content management systems such as WordPress.
- Education: A bachelor's degree from an accredited four-year college or university with an applicable concentration.

### ***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 at Boxyard RTP, 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 the Boxyard RTP stage.
- 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 between the Programs Manager, other Programs Coordinators, and occasionally by other staff/ interns and will be scheduled 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 [williams@rtp.org](mailto:williams@rtp.org).

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