



**Job Title:** Buffalo Bayou Park Venue and Visitor Services Supervisor  
**Reports To:** Vice President, External Affairs  
**Status:** Full-time, Exempt

### **Buffalo Bayou Partnership**

Founded in 1986, Buffalo Bayou Partnership (BBP) is the non-profit organization revitalizing and transforming Buffalo Bayou, Houston’s most significant natural resource. BBP protects land for future parks and trails, coordinates other natural and built bayou enhancements, and sponsors wide-ranging events, boating activities and public art installations to attract Houstonians and visitors to the bayou’s shores.

### **Buffalo Bayou Park**

Buffalo Bayou Park, a 2.3- mile 160-acre green space just west of downtown is one of Houston’s most iconic green spaces and one of the country’s great urban parks. BBP operates and maintains the park under a long-term agreement with the City of Houston, Harris County Flood Control District and Downtown Tax Increment Reinvestment Zone (TIRZ) #3. The park has a mix of traditional park activity focused on outdoor recreation and environmental stewardship. In addition, the park is the site for:

- Numerous events and festivals
- Revenue-generating amenities and concessions (canoe/kayak and bike rentals, food trucks, etc.)
- Two visitor centers with one housing “grab and go” food service and special event space, operated by an independent restaurant group
- Temporary art space that features installations by internationally known artists

### **Venue and Visitor Services Supervisor**

The Buffalo Bayou Park Venue and Visitor Services Supervisor is responsible for managing a comprehensive welcome/hospitality, special event and concession rental program at Buffalo Bayou Park. The employee is headquartered at the park’s Wortham Insurance Visitor Center on Sabine Street at the eastern edge of the park.

### **Duties and Responsibilities**

- Manages park rentals, events and hospitality staff (visitor center greeters, volunteers and contract workers), coordinating hiring, training, scheduling, etc.
- Oversees park rental program including but not limited to a stage, event lawn, and visitor center patio space. Involves meeting with renters to show facilities, generating contracts and coordinating logistics
- Oversees park retail operation and maintains inventory of retail items

- Serves as the park's liaison to the park's concessionaires – canoe/kayak and bike rental vendors, food truck operators, etc.
- Serves as the liaison to the Mayor's Office of Special Events for the annual Summer Fest and Freedom Over Texas Fourth of July celebration
- Oversees tour operation of the Cistern, an abandoned City of Houston water reservoir (ticketing, training docents, etc.), as well as history, wildflower and other walks, and BBP boat tours
- Communicates regularly with BBP's Director of PR/Special Events and Communications and Events Coordinator
- Works with park maintenance personnel to schedule attendant staff for event rentals
- Develops Visitor Services annual budget and maintains on-going oversight of park rental and event revenue

**NOTE:** Working weekends and some evenings required

### **Skills**

- Demonstrated supervisory and budgeting experience
- Demonstrated event planning experience
- Ability to make decisions independently
- Strategic and motivated
- Adaptable to change
- Ability to multi-task
- Ability to resolve conflicts

### **Education and Experience**

Bachelor's degree in public relations, marketing, hotel and restaurant management or related field with five or more years of management experience in event planning and/or hospitality service

### **Salary and Benefits**

Buffalo Bayou Partnership offers a competitive salary and excellent benefits

Please submit cover letter and resume by mail, fax or email to:

[jobs@buffalobayou.org](mailto:jobs@buffalobayou.org)

Anne Olson

President

Buffalo Bayou Partnership

1019 Commerce Street, Suite 200

Houston, Texas 77002

(713) 223-3500