



2/25/25 Job Posting

Part-Time Operations Team Member

Summary: Downtown Columbus, Inc. is seeking a part-time Operations Team Member to assist with facility and event operations at the John F. Wolfe Columbus Commons and the Scioto Mile Fountain, both located in Downtown Columbus, Ohio.

Classification: Part-time employee.

Locations: Columbus Commons, located at 160 South High Street, Columbus, Ohio 43215 and Scioto Mile Fountain, located at 233 South Civic Center Drive, Columbus, Ohio 43215.

Salary/Benefits: \$22 per hour. Parking is provided, no additional employee benefits.

Hours: Variable scheduling, 15–29 hours per week is typical.

Schedule: Beginning in March of 2025. Shifts will be based around Fountain operating hours and Downtown Columbus Inc. event schedules, and night and weekend hours are required.

Reports to: Columbus Commons General Manager and Scioto Mile Fountain Manager

Description

The Operations Team Member supports facility and event operations at Columbus Commons and the Scioto Mile Fountain, as well as other facilities programmed by Downtown Columbus, Inc. This includes landscaping, daily maintenance tasks, maintenance projects, event support, equipment operation and other responsibilities as assigned. Landscaping duties at Columbus Commons may include planting, mulching, mowing, sod installation, turf grooming, and weed removal. Daily maintenance and operational tasks at the Scioto Mile Fountain may include cleaning filters, checking chemical levels, overseeing restroom and security crews, and other facility maintenance. Facility projects may include painting, restroom cleaning, and minor carpentry. Event support may include tent, fence, and equipment setup and tear down, and working long hours during events. The operations team members work under the supervision of the Columbus Commons General Manager and Scioto Mile Fountain Manager to achieve goals within pre-determined timelines. This position includes communication with clients, co-workers, and patrons in a professional and courteous manner. Other duties may be assigned, such as assistance with other initiatives that Downtown Columbus, Inc. is managing.

Qualifications

Candidates should have specific experience in one or more of the following areas—landscaping, construction, event operations, sports field management or facility maintenance. Punctuality, independent decision-making ability, effective communication, and a positive client-service mentality are integral to success. At least two years of post-secondary education is preferred.



Candidates must meet the following requirements:

- At least 18 years of age by March 2025 and have a high school diploma or GED
- Have a valid driver’s license and clean driving record
- Ability to pass employment pre-screenings
- Demonstrate ability to lift up to 70lbs using proper lifting techniques
- Ability to use Microsoft word, excel, and outlook for minor reporting responsibilities
- Work outdoors for long hours in extreme weather conditions
- Familiarity with landscaping tools and techniques and basic hand tools
- Willingness to commit to working weekday and weekend hours April through November

How to Apply

Please email a resume, including three references and a cover letter, to humanresources@downtowncolumbus.com with “Operations Team Member” listed in the subject line. No phone calls will be accepted. Only those candidates selected for an interview will be contacted.

COVID-19 considerations

CDDC/Capitol South follows the recommendations of the Centers for Disease Control (CDC) regarding COVID-19 vaccinations. Employees must provide COVID-19 vaccination record, including boosters as recommended by the CDC, or commit to being willing to become fully vaccinated upon hiring according to the federal guidelines.

About Downtown Columbus, Inc.

Downtown Columbus, Inc. (DCI) is a private nonprofit organization whose mission is to lead city-changing projects and collaborations that improve the connectivity, livability and inclusivity of the Downtown Columbus experience. Formerly known as the Columbus Downtown Development Corporation (CDDC) and Capitol South, Downtown Columbus, Inc. drives development and progress of the Downtown Columbus Strategic Plan, working collaboratively across sectors toward the vision for Downtown Columbus to become a neighborhood of connected, people-first urban districts that can be enjoyed by all.

About Columbus Commons

Set within the scenic Downtown skyline, Columbus Commons is more than just a six-acre park. It is a gathering space for Central Ohio, a backyard for Downtown residents, and an attraction for people of all ages. With more than 200 events each year, there is something for everyone. Under the direction of Downtown Columbus, Inc., Columbus Commons has developed into an award-winning event venue and public green space.

About the Scioto Mile Fountain

Since opening in 2011, the Scioto Mile Fountain has been a Downtown riverfront icon. Recently redesigned, it now features three stainless steel halo structures with 300 fog nozzles and a cutting-edge speaker system for surround sound. Visitors can enjoy jets shooting water 100 feet into the air, a spray area with LED lighting, increased seating, shaded areas, and dynamic light shows. A vibrant, year-round destination, this civic asset furthers the livability, connectivity, and inclusivity of Downtown Columbus. Managed by Downtown Columbus, Inc., the fountain is a Columbus Recreation and Parks facility.

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.