Part-Time Operations Team Member

2/13/26 Job Posting

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 Bicentennial Park & Fountain as well as other events located in Downtown Columbus, Ohio.

Classification: Part-time employee.

Locations: Columbus Commons, located at 160 South High Street, Columbus, Ohio 43215, and Bicentennial Park, located at 233 Civic Center Drive, Columbus, Ohio 43215

Salary/Benefits: $20 per hour. Company contribution to 401k. Parking is provided;

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

Schedule: Beginning in April of 2026. Shifts will be based on Columbus Commons, Scioto Mile Fountain, and Activation team event and maintenance schedules; night and weekend hours are required.

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

Description

The Operations Team Member supports facility and event operations at Columbus Commons, Bicentennial Park, and potentially 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 maintenance, and weed removal. 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, and 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 April 2026 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 *"Part-Time Team Member"* listed in the subject line. No phone calls will be accepted. Only those candidates selected for an interview will be contacted.

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 Scioto Mile Fountain

For more than a decade, the Scioto Mile Fountain has been at the center of summer fun in Columbus and now offers year-round appeal. Residents and visitors flock to the Scioto Mile to cool off, exercise along the riverfront, attend concerts, enjoy food trucks, and experience the spectacular winter lighting. A Columbus icon and top-tier destination, the fountain provides the community with a free, welcoming place to gather in the heart of Downtown. The Scioto Mile Fountain is an asset of the Columbus Recreation and Parks Department and is managed by Downtown Columbus, Inc.