Tenant Relations Project Coordinator
Duluth Armory Arts & Music Center
Location: Duluth, Minnesota
Position: Full-Time
Compensation: $24–$28 per hour, depending on experience
Reports To: Executive Director / Operations Director

About the Duluth Armory
The Duluth Armory Arts & Music Center (AAMC) is transforming one of Duluth's most historic landmarks into a vibrant destination for arts, music, entertainment, education, food, and community experiences. Scheduled to open in Fall 2027, the nearly 100,000-square-foot facility will bring together nonprofit organizations, artists, musicians, creative businesses, and community partners under one roof.

Position Overview
The Tenant Relations Project Coordinator
will play an important role in preparing the Duluth Armory for opening and supporting the organizations and businesses that will call the building home.

This position will serve as the primary point of contact for tenants, helping coordinate lease documentation, tenant improvements, construction communication, move-in preparations, and building procedures.

Working closely with AAMC leadership, architects, construction teams, and future tenants, this individual will help keep projects organized, timelines on track, and everyone informed throughout the development process.

Following the Armory's opening, the position will evolve to focus on ongoing tenant relations, building coordination, and additional projects supporting the facility's arts, entertainment, and community programming.

Key Responsibilities
Tenant Relations & Communication
- Serve as the point of contact for current and prospective Armory tenants.
- Build and maintain positive working relationships with tenant organizations, businesses, and community partners.
- Coordinate tenant meetings, walkthroughs, and regular project updates.
- Communicate construction progress, project timelines, occupancy expectations, and important building information.
- Respond to tenant questions and requests, connecting them with appropriate AAMC staff or project partners.
- Maintain organized records of tenant communications, requests, and outstanding items.

Lease & Tenant Documentation
- Assist AAMC leadership with coordinating letters of intent, lease agreements, and related documentation.
- Track lease status, important deadlines, approvals, and required documentation.
- Maintain organized tenant files, including agreements, insurance requirements, contact information, and space specifications.

- Coordinate communication between tenants, AAMC leadership, and legal representatives throughout the leasing process.
- Help ensure tenant responsibilities and lease requirements are clearly communicated and documented.

Tenant Improvements & Project Coordination

- Assist with coordinating tenant improvement projects and preparing individual tenant spaces for occupancy.
- Work with tenants to identify space requirements, including electrical, plumbing, technology, finishes, equipment, and other operational needs.
- Coordinate information between tenants, architects, contractors, developers, and AAMC leadership.
- Maintain a master tenant project tracker documenting lease status, space requirements, construction needs, approvals, deadlines, and move-in schedules.
- Track project requests, decisions, approvals, and outstanding items to ensure timely follow-through.
- Participate in construction meetings and site walkthroughs as needed.
- Identify potential scheduling conflicts or project challenges and communicate them to appropriate team members.
- Assist with coordinating tenant improvement budgets and documentation as directed by AAMC leadership.

Building Procedures & Opening Preparation

- Assist with developing standard operating procedures (SOPs) and guidelines for tenants and shared building spaces.
- Help establish procedures for building access, security, deliveries, maintenance requests, shared amenities, and general building use.
- Coordinate tenant onboarding materials, orientation meetings, and building walkthroughs.
- Assist with developing a tenant handbook and other operational resources.
- Coordinate tenant move-in schedules, deliveries, installations, and occupancy preparations.
- Help ensure tenants understand building policies, expectations, and available resources.
- Work with the AAMC operations team to support a smooth transition from construction to daily building operations.

Ongoing Tenant Relations & Special Projects

As the Armory transitions into full operations, this position will evolve to include additional responsibilities supporting the building's tenants, artists, and community partners.
Responsibilities may include:

- Maintain ongoing relationships and regular communication with Armory tenants.
- Coordinate tenant requests, shared-space needs, and building-related concerns.
- Assist with lease administration, renewals, and tenant documentation.
- Work with the Operations Director and Event Sales Manager to coordinate tenant use of shared spaces and identify scheduling or operational conflicts.
- Help coordinate consignment art programs, including artist communication, agreements, inventory tracking, and display coordination.
- Support additional arts, cultural, and community projects within the facility.
- Assist with special projects and other administrative responsibilities as the organization grows.

Qualifications

Required Skills & Experience

- Experience in project coordination, administration, customer relations, facilities coordination, or a related field.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to manage multiple projects, deadlines, and priorities simultaneously.
- Experience working with vendors, contractors, clients, or community partners.
- Strong problem-solving skills and the ability to follow projects through to completion.
- Proficiency with Microsoft Office, Google Workspace, and other organizational tools.
- Ability to work independently while collaborating with a variety of teams and stakeholders.
- Flexibility and willingness to adapt as the Armory moves through construction and into operations.

Preferred, But Not Required

- Experience in commercial property management, leasing, or tenant relations.
- Familiarity with construction documents, floor plans, or project schedules.
- Experience coordinating tenant improvement projects.
- Experience working in nonprofit, arts, entertainment, community, or mixed-use facilities.
- Experience supporting a new building opening, renovation, or major development project.

The Ideal Candidate

We're looking for someone who enjoys keeping projects organized and people connected.
The ideal candidate is comfortable moving between an office environment, a construction meeting, and a tenant walkthrough. They understand the importance of deadlines, documentation, and follow-through, while recognizing that strong relationships and clear communication are essential to a successful project.

This person should be proactive, adaptable, and comfortable working in an environment where priorities and responsibilities will evolve as the Armory approaches opening.

Most importantly, we're looking for someone who is excited to be part of bringing the Duluth Armory back to life and helping create a welcoming, collaborative environment for the organizations and businesses that will call it home.

Compensation & Schedule

- Full-time position based in Duluth, Minnesota.
- $24–$28 per hour, depending on qualifications and experience.
- Occasional evening or weekend availability may be required.

How to Apply

Interested candidates should submit a resume and cover letter to: **JoinUs@DuluthArmory.org**