



Hudson River Park Trust  
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[hudsonriverpark.org](http://hudsonriverpark.org)

Public Programs

## **Seasonal Events Production Associate**

Reports to: Director, Marketing & Events

Approximate Hours/Week: Full Time, 30-37.5 hours per week

Start Date: Monday, May 16

FLSA: Non-Exempt

### **Position Summary:**

Hudson River Park Trust (the "Trust") seeks individuals to serve in the seasonal position of Events Production Associate. Six (6) positions are available for the 2022 season. This position is part of the team responsible for executing production of all Hudson River Park in-house events and execution of select grassroots marketing initiatives. This position provides extensive experience in many areas of live sound engineering, event production, promotion and grassroots marketing campaigns.

### **Background:**

The Trust is a public benefit corporation created in 1998 by act of the New York State Legislature and 501(c)(3) charitable organization. The President and CEO will report to a Board of Directors appointed by the Governor, Mayor and Manhattan Borough President. The park project is approximately 80% complete with remaining portions in either construction or design. Funding for new park construction is provided by the State, City and private sources. The Trust supports its annual \$30 million operating budget primarily with revenue generated from within the park and donations from a "Friends" organization. The Trust employs approximately 80 full time and 25 seasonal and part time employees.

Hudson River Park produces free summer events designed for people of all ages and interests. 2022 events encompass virtual and in-person family events, fitness events, multiple music series, and many other offerings – all of which take place in a beautiful waterfront setting. These unique events are designed to bring the public to New York City's premiere waterfront park and make the time they spend at Hudson River Park an extraordinary experience.

### **Responsibilities:**

The Seasonal Events & Production Associates responsibilities include, but are not limited to, the following:

- Execute events including all set-up and break-down (including, but not limited to audio and video equipment, barricades, signage, tents and seating areas)
- Set-up and break-down full audio PA systems
- Act as Brand Ambassador at event information tents
  - Knowledgeably speak to the Park's mission, events and value proposition
- Execute grassroots marketing initiatives designed to promote Park mission and events; these include but are not limited to:
  - Street team marketing
  - Distribution of print collateral to local businesses and individuals along the Park

- Engaging local businesses and individuals in promoting Park mission, events and partnership
- Filling boxes of promotional materials throughout the Park
- Conduct market research (survey taking within the Park & at events)
- Limited data entry

*This job description is subject to change at any time.*

**Special Conditions and Essential Functions:**

- This position is labor intensive; staff should have the ability to:
  - Frequently move Audio/Visual equipment weighing up to 50 pounds around the Park for various event needs
  - Bike the full length of the Park (8/+ miles) multiple times per shift
  - Walk, stand and set-up or break-down equipment in outdoor weather conditions (potential for extreme heat, cold, rain, fog, etc.) for up to 8 hours a day
- Must be willing and able to work evenings regardless of weather conditions
- Candidates MUST be available for the FULL duration of the time listed below; Misc. Post Season hours are assigned as necessary.
  - **Required Availability:** Monday, May 21 - Friday, September 9, 2022 (Full Time, 30-37.5 hours per week)
    - Exact shift days and hours to be determined
    - Proof of Covid-19 vaccination status required

**Required Experience:**

- Previous experience in event management/production
- Understanding of audio technologies

**Essential Traits:**

- Positive attitude and enthusiasm for Park mission and events
- Clear verbal communicator
- Thrives in a team environment
- Outstanding customer service skills
- Adaptable to fast-changing situations
- Detail oriented
- Skilled problem solver under pressure
- Collaborative and congenial
- Outstanding work ethic

**Compensation/Benefits:**

\$18 per hour, no benefits.

**Application Process:**

Interested applicants should submit a cover letter describing their interest in the position and resume attn.: Claudia McDade, Director of Human Resources at [resumes@hrpt.ny.gov](mailto:resumes@hrpt.ny.gov). **Indicate Job Code: 2022SEA in the subject line of the email.**

No phone calls please.

**More information on the Hudson River Park is available at:**

[www.hudsonriverpark.org](http://www.hudsonriverpark.org)

**The Hudson River Park Trust is an Equal Opportunity Employer**

*Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at [info@goer.ny.gov](mailto:info@goer.ny.gov)*