



Hudson River Park Trust
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hudsonriverpark.org

Public Programs

Seasonal Supervisor

Reports to: Manager, Marketing & Events

Approximate Hours/Week: Five days per week; 30-37.5 hours

Start Date: Friday, May 5, 2023

Employment Term: Friday, May 5 - Friday, September 9, 2023

FLSA: Non-Exempt

Position Summary:

Hudson River Park Trust (the "Trust") seeks a qualified individual to serve as our Seasonal Supervisor. If you love being outside, managing and motivating people, enjoy music, meeting new people and are always happy to give directions to someone who might not be familiar with the area, this is the position for you! Our seasonal brand ambassador team is often the first point of contact for Park patrons. We share information about the Park, our mission, sustainability work and programming. The Supervisor will manage the seasonal team who will be spread out along our entire four miles, sharing information, and assisting the public throughout our season.

Background:

The Trust is a public benefit corporation created by act of the NYS Legislature. It is also a 501(c) (3) charitable organization. The mission of the Trust is to design, construct, maintain and operate a heavily used four-mile-long waterfront park and Sanctuary on Manhattan's west side. The Park is also financially self-supporting, generating its operating budget from commercial tenancies and permittees located within the Park's boundaries as well as from grants, sponsorships, donations and other sources.

The Trust offers public programming as part of its mission, with many events taking place throughout the year. These programs take place along the four-mile footprint of the Park, and provide fun, respite and educational opportunities, free of charge. Our team of brand ambassadors interacts with the public at each of these events, offering information and support to the public and our partners.

Responsibilities:

- Manage a team of brand ambassadors who will participate in a variety of activities throughout the Park. The supervisor will ensure the successful execution of multiple initiatives including managing our promotional activations (delegating responsibilities such as set-up and break-down, equipment organization and transportation), monitoring events and permit holders, and other tasks as necessary
- The supervisor will set up the team of ambassadors for success, bolstering team energy and providing important information for the brand ambassadors to communicate to the public, including at information tents
- Supervising, managing and executing grassroots marketing initiatives designed to promote Park mission and events; these include 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 and conducting market research (survey taking within the Park & at events)
- The supervisor will be the on-site contact for sponsors, vendors and partners, and will ensure Park safety rules are acknowledged and followed by the team members, vendors and other partners
- Some administrative tasks and data entry are required, such as event recaps and weekly reports to Senior Director of Marketing & Events

This job description is subject to change.

Experience & Required Functions:

- 1-2 years' experience in managing staff; strong management and delegation skills, clear communicator, proactive thinker, action oriented, thrives in a team environment, positive, enthusiastic attitude, able to motivate
- 1-2 years' experience in event production, retail, hospitality, or brand marketing; outstanding customer service skills
- Ability to move equipment weighing up to 50 pounds, bike the full length of the Park (8/+ miles), walk, stand and set-

- up/break-down equipment in outdoor weather conditions (potential for extreme heat, cold, rain, fog, etc.)
- Must be willing and able to work evenings and some weekends
- Applicants must be at least 21 years of age and have a valid, clean Driver's License

Compensation/Benefits:

\$25.00 per hour, no benefits.

Application Process:

Interested applicants should email their resume to Claudia McDade with a short description of their experience and why they would like to work in the Park for the summer, at resumes@hrpt.ny.gov, attn: Senior Director of Human Resources. **Please indicate Job Code: 2023SES in the subject line of the email.** No phone calls please.

More information on Hudson River Park is available at: www.hudsonriverpark.org

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 his or her 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.