



Hudson River Park Trust
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hudsonriverpark.org

Public Programs

Seasonal Events Manager

Reports to: Director, Events & Production

Approximate Hours/Week: 37.5 hours

Start Date: Mid-April, exact date to be negotiated

Employment Term: Thirty-four (34) weeks

Compensation: \$25.00 - \$35.00 per hour, no benefits

FLSA: Non-Exempt

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.

As part of its mission the Trust offers public programming, with a wide range of events taking place throughout the year in addition to hosting many third-party events. These programs take place along the four-mile footprint of the Park, and provide fun, respite and educational opportunities to enhance the public space. Our team of brand ambassadors interacts with the public at each of these events, offering information and support to the public and our partners.

Position Summary:

This position provides oversight and support for outdoor events throughout Hudson River Park during the peak season of April - October. The right fit will be self-motivated and flexible; they will represent the Park on-site to both provide oversight to externally produced events and will take a lead role in advancing and running a wide range of internal and partner produced cultural programming such as jazz concerts, community dance, fitness classes and more. The schedule for this role will consist of evenings and weekends and candidates should anticipate working outdoors regularly. The position will support the management of a seasonal events team, including two supervisors and other seasonal staff, and will support general Public Programs department needs as assigned.

- Work under the direction of Director of Events & Production to advance, plan, and execute performances, projects, and events for Hudson River Park;
- Manage partner, artist, vendor and permittee relationships; act as main point of contact throughout the production process, including but not limited to contracts, budgets, marketing materials and overseeing technical requirements;
- Serve as on-site management and technical point person; create a positive experience for partners, performers, vendors, team members and permittees; acts as an onsite representative to ensure all concerns are addressed swiftly and events occur smoothly;
- Manage a team of up to ten (10) individuals and provide hands on support for onsite supervisors;
- Work closely with Supervisors running and advancing shows; including securing all production elements including power, audio, vendors and infrastructure;
- Review site plans for permitted events and conduct inspections of events as assigned;
- Enforcement of Park rules and production guidelines, particularly for permitted events;
- Track and manage, contracts, invoices and payments;
- Support general departmental operations and liaise with other Trust departments as needed;
- Administrative tasks as assigned; these may include but not be limited to purchase orders, contract management and approvals, procurement, and payments.

This job description is subject to change.

Experience & Required Qualifications:

- 1-2 years' experience in managing seasonal or short-term contract staff;
- 2-3 years' experience in event production;
- Able to move equipment weighing up to 30 pounds and set-up/break-down equipment in varying outdoor weather conditions for up to eight (8) hours;
- Able to bike up to the length of the 4-mile Park, on a non-electric bike (Park provided);
- Proficient working both independently and on a team; flexible and strong attention to detail;
- Must be willing to work nights and weekends regularly;
- Must be at least 21 years of age and have a valid, clean Driver's License.

Preferred Experience:

- Experience managing supervisor-level employees;
- Experience in event production working with artists and organizing public programs and events in an outdoor setting;
- Knowledge and experience of AV is a plus.

Application Process:

Interested applicants should email their resume to Human Resources with a short description of their experience and why they would like to work with Hudson River Park for the summer, at resumes@hrpt.ny.gov. **Please indicate Job Code: 2024SEM 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.