



Hudson River Park Trust
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hudsonriverpark.org

Public Programs
Events Associate

Reports to: Director, Events & Production
Approximate Hours/Week: TBD
Start Date: Early May, exact date to be announced
Employment Term: May – September/ October 2024 (approximate)
Compensation: \$20-\$22 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 Events Associates interacts with the public at each of these events, offering information and support to the public and our partners.

Position Summary:

Here at Hudson River Park Trust (the "Trust") we spend a lot of time outside, bringing over 500 free events including entertainment, workouts, music and more to millions of visitors. The Events Associate position is part of the team that helps to bring the Park's programming to life. In addition, this position is the face of the Park during the event season (typically April – October), interacting with the public, sharing information about programs, activations and more. Events Associates will travel the Park's four-mile footprint executing events. If you are passionate about putting smiles on faces and delivering WOW moments, this is the job for you!

Responsibilities:

The Events Associate responsibilities include, but are not limited to, the following:

- Act as an enthusiastic and engaging representative for the Park at all times
- Sharing information about the Park's mission, events and sustainability efforts at activations, permitted activities and information tents
- Transporting
- equipment/materials to various locations in the Park, set-up/break-down of activations and sponsor activities
- Executing grassroots marketing initiatives designed to promote Park by distributing collateral to local businesses and individuals along the Park, engaging local businesses and individuals in promoting the Park, filling boxes of promotional materials throughout the Park and conducting market research via surveys taking within the Park & at events
- Occasional Administrative tasks and support for additional department needs as assigned.

This job description is subject to change at any time.

Experience & Required Functions:

- Outstanding customer service skills are required: restaurant and/or retail workers are encouraged to apply. Candidates should have a positive attitude and enthusiasm for outdoor spaces and events, be able to communicate in a clear and friendly manner, and thrive in a team environment
- 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);
- Must be willing to work nights and weekends regularly
- Applicants must be at least 18 years of age and have a valid Driver's License

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. **Indicate Job Code: 2024SEA in the subject line of the email.** No phone calls please.

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