



Hudson River Park Trust
353 West Street
Pier 40, 2nd Floor
New York, NY 10014
P 212.627.2020
F 212.627.9224

hudsonriverpark.org

Public Programs

Seasonal Supervisor

Reports to: Director, Events & Production

Approximate Hours/Week: TBD

Start Date: Early May, exact date to be announced

Employment Term: May –October 2024 (approximate)

Compensation: \$25 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:

If you love being outside, managing, and motivating people, meeting new people, enjoy music, dance and the arts, 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 events 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.

Responsibilities:

- Manage a team of events staff who will participate in a variety of activities throughout the Park. The Supervisor will ensure the successful execution of multiple initiatives including managing our events and 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 events staff for success, bolstering team energy and providing important information for them to communicate to the public, including at information tents.
- The Supervisor will be overseeing, 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, performers and partners, and will ensure Park safety rules are acknowledged and followed by the team members, vendors and other partners.
- Administrative tasks and data entry are required, such as event recaps and weekly reports to Director of Events & Production.
- Support additional department needs as assigned.

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
- 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 21 years of age and have a valid, clean Driver's License

Preferred Experience:

- 1-2 years' experience in event production, retail, hospitality, or brand marketing; outstanding customer service skills
- Knowledge and experience of AV is a plus.

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: 2024SES 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.