

Position Description



Operations Department **SEASONAL Events & Operations Assistant**

Reports to: Operations Manager
FLSA: Non-Exempt

Hours/Week: 40

Hudson River Park Trust (the "Trust") seeks candidates for a Seasonal Events & Operations Assistant position. The position duration is May 1st – October 1st, 2019. The selected candidate will work a full-time schedule, assisting with management of the operational and public safety components of the Trust's in-house and guest events, and assist with special projects as assigned. In cooperation with the Trust's Public Programs Department, the selected candidate will be responsible for conducting pre and post event inspections. Reporting to the Operations Manager, the Events and Operations Seasonal will assist in safety compliance for the Trust with relation to the public, park tenants and employees. Superior collaboration, communication and organization skills are required. Seasonal staff members are required to wear logoed attire while on duty, and may be required to work overtime hours on occasion.

Background:

The Trust is a public benefit corporation created by act of the New York State Legislature and a 501(c)(3) charitable organization. The mission of the Trust is to design, construct and maintain a prominent, and very heavily used, 4 mile long waterfront park on the west side of Manhattan. The Park includes landscaped public piers and display gardens, lawn areas, ecological planting zones, athletic fields, esplanades, docks, public sculptures and other special features. Approximately 75% of the Park has been constructed with a mix of State, City and Federal capital funding.

Responsibilities/Duties:

The Seasonal Events & Operations Assistant's responsibilities include, but are not limited to, the following:

Events

- Assist in necessary coordination with the Trust's Maintenance, Facilities and Public Programs staff regarding the placement of barricades, trash cans and special equipment
- Manage public safety by being the on-site presence; ensuring the Trust's guest event protocols and procedures are followed
- Assist with review of event materials such as site plans and production schedules
- Conduct event site inspections and create documentation
- Other duties as assigned

Safety

- Conduct park-wide routine inspections with a focus on life safety support equipment
- Radio in conditions to the Parks Enforcement Patrol Command Desk while outdoors
- Complete special projects as needed at the direction of the Operations Manager
- Assist in coordinating bikeway safety including work zones and detours

Education and Experience:

- Current college student or recent graduate preferred
- Minimum of one year of successful events coordination and/or public safety experience required

- Excellent verbal and written communication and organizational skills required
- Computer literacy in Microsoft Office Suite required
- Event operations/logistics experience preferred
- Facility inspection and/or safety auditing experience preferred
- Familiarity with and comfort using handheld two-way radio

Special Conditions and Requirements:

- Willingness and ability to frequently work unconventional hours and weekends
- Willingness to spend at a minimum 50% of work day outdoors
- Ability to operate a bicycle as the primary means of transportation while working
- Valid U.S. driver's license
- Ability to walk, stand, squat, bend and move primarily in outdoor weather conditions for extended periods of time
- Ability to lift and move objects up to 50lbs on a regular basis

Essential Traits:

- Eager to take initiative
- Ethical conduct
- Team orientation that combines strong congeniality, coordination and influencing skills; ability to gain cooperation and influence staff that are outside of direct line of authority
- Ability to identify and coordinate correction of potential safety issues
- Ability to be flexible, yet firm when warranted
- Problem solving/analysis

Compensation/Benefits:

- \$18.00 per hour; there are no benefits associated with this position

Application Process:

Interested applicants should submit a cover letter and resume to the Director of Human Resources at resumes@hrpt.ny.gov. **Indicate Job Code: 2019 SEOAS 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.