



Position Description:

Public Programs Seasonal Events Production Associates (8)

Reports to: Director, Marketing & Events A

Approximate Hours/Week:

- **Time Period One:** May 27-August 30, 2019 (Full Time, 30-40 hours per week)
- **Time Period Two:** September 4 -September 13, 2019 (Part Time, 8-34 hours per week)

FLSA: Non-Exempt

Summary:

Hudson River Park Trust (the "Trust") seeks individuals to serve as seasonal Events Production Associates. Eight positions are available for the 2019 season. This position is part of the team responsible for executing operations and production of all Hudson River Park Summer of Fun events and execution of selected grassroots marketing initiatives. This position provides extensive experience in many areas of live sound engineering, event production, promotion and grassroots marketing campaigns.

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. The Trust covers its \$20 million annual operating budget through parking revenue, rents from commercial facilities, permits, fees, grants, donations generated by a "Friends" organization and other private sources. Approximately 75% of the Park has been constructed with a mix

of State, City and Federal capital funding. Total investment in all facilities within the Park currently stands at approximately \$540 million.

Each summer Hudson River Park produces over 120 free summer events designed for people of all ages and interests. Events encompass a large-scale Blues BBQ festival, a multi-day dance festival, family events, fitness events, an outdoor film series, and many other offerings – all of which take place in a beautiful waterfront setting. These unique events are designed to bring the public to New York City's premiere waterfront park and make the time they spend at Hudson River Park an extraordinary experience.

Responsibilities:

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

- Executing events including all set-up and break-down (including, but not limited to audio and video equipment, movie screens, barricades, signage, tents and seating areas)
- Set-up and break-down full audio PA systems
- Brand Ambassador at the Hudson River Park information tent at each event
- Knowledge of and ability to speak to the Park's mission, events and value proposition
- Executing grassroots marketing initiatives designed to promote Park mission and events; these include but are not limited to:
 - 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
- Conduct market research (survey taking within the Park & at events)
- Limited data entry

Special Conditions and Essential Functions:

- This position is labor intensive; staff must have the ability to:
 - Frequently move Audio/Visual equipment weighing up to 50 pounds around the Park for various event needs
 - Bike the full length of the Park (4/+ miles) potentially multiple times over the course of each shift
 - Walk, stand and set-up or break-down equipment in outdoor weather conditions (potential for extreme heat, cold, rain, fog, etc.) for up to 8 hours a day
- Must be willing and able to work evenings and weekends regardless of weather conditions

- Candidates MUST be available for time period one; candidates should indicate their availability for time period two. Time period two availability is not mandatory and will be allocated based on HRPK need.
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 - **Time Period Two:** September 4 -September 13, 2019 (Part Time, 8-34 hours per week)
 - **Misc. Post Season:** September 28, November 2, 2019, additional hours variable
- There may be occasional overtime
- Exact shift days and hours to be determined
- **Applicants must be at least 21 years of age and have a valid, clean Driver's License**

Required Experience:

- Previous experience in event management/production
- Understanding of audio technologies
- Previous experience in live sound

Essential Traits:

- Positive attitude and enthusiasm for Park mission and events
- Clear verbal communicator
- Thrives in a team environment
- Outstanding Customer Service skills
- Adaptable to fast-changing situations
- Detail oriented
- Skilled problem solver under pressure
- Collaborative and congenial
- Outstanding work ethic

Compensation/Benefits:

\$16.00 per hour, there are no additional benefits offered with this position.

Application Process:

Interested applicants are to submit a cover letter describing their interest in the position and a resume to Human Resources at resumes@hrpt.ny.gov. **Indicate Job Code: 2019SEA in the subject line of the email. Please also indicate which schedules you are interested in within the body of your e-mail.**

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.