



## Position Description

### Public Programs

### Seasonal Events Production Supervisors (2)

**Reports to:** Director, Marketing & Events

**Hours/Week:**

- **Time Period One:** May 1- May 24, 2019 (Part Time, 6 – 12 hours per week)
- **Time Period Two:** May 27-August 30, 2019 (Full Time, 30-40 hours per week)
- **Time Period Three:** September 4 -September 13, 2019 (Part Time, 8-34 hours per week)

**FLSA:** Non-Exempt

**Summary:**

Hudson River Park Trust (the “Trust”) seeks two (2) individuals to serve as seasonal Events Production Supervisors. The Supervisor position will be responsible for assisting the Director of Marketing and Events in managing, in partnership with the other Supervisor, 4-8 seasonal events production staff members as well as executing tasks alongside the full seasonal events crew. This is a leadership position 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 leadership, management and delegation in an event promotion and production setting.

**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 Event Supervisor’s responsibilities include, but are not limited to, the following:

- Managing a team of four (4) to eight (8) event associates; responsible for
  - Overall quality execution of assigned events
  - Delegating and overseeing event related tasks
  - Bolstering team energy
  - Understanding, explaining and delegating event set-up, break-down and procedures to event associates
  - Consistent monitoring of event status; constantly looking for areas for event improvement / troubleshooting and executing on those findings
- Supervision and support of all audio elements of events
- Ability to execute and oversee set-up and break-down of full PA systems
- Supervising and executing event set-up and break-down (including, but not limited to audio and video equipment, movie screens, barricades, signage, tents and seating areas)
- Supervising, managing and 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
- Providing daily event recaps and weekly detailed written marketing and event reports
- 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
- Conducting market research (survey taking within the Park & at events)
- Limited data entry

- Assisting the Director of Marketing and Events as needed

***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 periods one and two; candidates should indicate their availability for time period three. Time period three availability is preferred but not absolutely mandatory and will be allocated based on HRPK need.
  - **Time Period One:** May 1- May 24, 2019 (Part Time, 6 – 12 hours per week)
  - **Time Period Two:** May 27-August 30, 2019 (Full Time, 30-40 hours per week)
  - **Time Period Three:** 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:***

- 1-2 years' experience in managing staff
- 1-2 years' experience in event management and production
- Understanding/application of audio technologies
- Previous experience in live sound

***Essential Traits:***

- Management and delegation skills
- Positive, enthusiastic attitude, ability to motivate, encourage and instruct a team
- Clear verbal communicator
- Cheerleader
- Thrives in a team environment

- Adaptable in fast-changing situations
- Outstanding Customer Service skills
- Detail oriented
- Skilled problem solver under pressure
- Collaboration and congeniality
- Outstanding Work Ethic

***Compensation/Benefits:***

\$18.00 per hour, there are no additional benefits offered with this positionuuu.

***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](mailto:resumes@hrpt.ny.gov). **Indicate Job Code: 2019SES 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 Hudson River Park is available at: [www.hudsonriverpark.org](http://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](mailto:info@goer.ny.gov).*