



## Downtown Brooklyn Partnership SEASONAL EVENTS ASSISTANT

### Organization Background

Downtown Brooklyn Partnership (DBP) is a not-for-profit local development corporation that serves as the primary champion for Downtown Brooklyn as a world-class business, cultural, educational, residential, and retail destination. Working together with the three business improvement districts (BID) that it manages – the MetroTech BID, Fulton Mall Improvement Association, and Court-Livingston-Schermerhorn BID – the Partnership’s diverse activities include attracting new businesses and improving the environment for existing companies; facilitating the construction of public spaces and streetscapes that promote an active and cohesive community; supporting and promoting Downtown Brooklyn’s cultural assets; and encouraging a unified sense of place and an engaged civic community.

### Purpose

DBP is seeking a part-time Seasonal Events Assistant to provide support at summer events. This temporary, seasonal team member would provide assistance to the Partnership’s Marketing Department in the planning, set-up, and execution of summer events and programs. The Seasonal Events Assistant is a paid, hourly position and will primarily be supporting events. There may be the opportunity to accrue additional work hours through pre-event preparation; this pre-event work would likely be done in the Partnership’s office.

The ideal candidate should be energetic, with great communication skills and adept at interacting with the public. They should have prior experience in a related role and genuinely enjoy community events. The position will be part of the Marketing team and reports to the Director of Programming.

### Responsibilities

- Event equipment set-up, including tents, information tables, signage, and activities;
- Serve as an on-site support staff person in the coordination of community events under the direction of the Director of Programming;
- Anticipate day-of event operational needs and responds to the requests and inquiries of event participants, staff members, and vendors;
- Serve as the point of contact at events;
- Act as the public face of DBP. Communicate DBP’s function and purpose and communicate clearly with a variety of constituents.
- Perform other duties as assigned.

### Qualifications

Qualified candidates will have the following skills and qualifications:

- Prior experience in event set-up and execution;
- Excellent verbal and written communications skills and great customer service skills;
- Some college coursework (degree not required);
- Ability to work outdoors in all weather conditions and work a flexible schedule to meet program needs, including regular evenings, early mornings, and weekends;
- Ability at times to lift and move items that may weigh up to 50 pounds.

Hourly rate pay commensurate with experience and skill set.

Interested candidates should send an email cover letter and resume to [jobs@downtownbrooklyn.com](mailto:jobs@downtownbrooklyn.com), with the subject line “Seasonal Events Assistant.”