



Downtown Brooklyn Partnership SEASONAL PART-TIME 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 seasonal part-Time Events Assistant to provide support with events from April through October 2024. This temporary, seasonal team member would assist the Partnership’s Marketing Department in the planning, set-up, and execution of events and programs. The position is a paid, hourly position and will primarily be supporting events. The ideal candidate should be energetic, with great communication skills and adept at interacting with the public. They should have relevant prior experience and genuinely enjoy community events.

Responsibilities

- Serve as an on-site support staff person in the coordination of community events
- Be conversant with DBP’s mission and communicate clearly with a variety of constituents
- Event equipment set-up, including tents, information tables, signage, and activities
- 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
- Liaise with vendors and assist with contracts, invoices, stage plots, etc.
- Perform other duties as assigned

Qualifications

- Prior experience in contracting processes, event set-up and execution
- Excellent verbal and written communications skills and great customer service skills
- Some college coursework
- 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.

The hourly rate pay rate for this position is \$25.00/hour.

Interested candidates should send an email cover letter and resume to jobs@downtownbrooklyn.com, with the subject line “Seasonal Part-time Events Assistant.”

Downtown Brooklyn Partnership is an Equal Opportunity Employer

We are dedicated to building a culturally diverse workplace representative of Brooklyn’s strengths and the people we serve. DBP strongly encourages applications from qualified minority and women candidates.