



## Downtown Brooklyn Partnership SEASONAL EVENTS INTERN

### 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 Seasonal Events Interns to provide support with its signature community programming 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 ideal candidate should be energetic, have great communication skills, and be adept at interacting with the public and successfully representing the DBP brand and mission. They should have relevant prior experience and genuinely enjoy outdoor 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.
- Social media and photography expertise a plus

The pay rate for this position is \$17.50/hr.

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