



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. 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 support its 2025 public events season. This temporary, seasonal team member would assist DBP'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. They should also 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 respond to the requests and inquiries of event participants, staff members, and vendors
- Serve as the point of contact at events
- Liaise with vendors, assist with contracts and invoices
- Update and maintain Season Budget Actuals and Events Debrief Document
- Design and update site plans, protocols, and call sheets for events
- Work with the Street Activity Permit Office on event permitting applications
- Work with local NYPD on sound permitting applications
- Attend weekly Operations meetings
- 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
- Conversant with Google Suite and Office 365

This is a seasonal part-time position with an hourly rate of \$30.

Interested candidates should email a cover letter and resume to jobs@downtownbrooklyn.com with the subject line "Seasonal Part-time Events Assistant."