

Job Description- 2014

TITLE: Event Assistant: Citywide
DATE: Seasonal: June 1 – August 24, 2014 (12 weeks)
SALARY: \$500/week

City Parks Foundation (CPF) is the only independent, non-profit organization to offer park programs throughout the five boroughs of New York City. The organization works in over 750 parks citywide, presenting a broad range of free arts, sports, education, and community-building programs. CPF reaches more than 600,000 New Yorkers each year, contributing to the revitalization of neighborhoods throughout New York City.

SummerStage, New York City's premier free performing arts festival was founded in 1986. The festival brings performances of superior artistic caliber to large and diverse audiences, providing an important forum for emerging and established artists, and exposing audiences to a range of artistic and cultural expression.

JOB DESCRIPTION

The Event Assistant reports directly to the Event Manager to provide administrative and staffing support for events in the Citywide program.

RESPONSIBILITIES

- Provide administrative support, including the upkeep of schedules and recaps.
- Create and distribute daily schedules and other information.
- Attend and take notes at weekly SummerStage production meetings.
- Ensure guest VIP areas are properly supplied and staffed.
- Assist with hospitality tasks as needed.
- Assist Event Manager with coordination, input and processing of payroll information.
- Additional tasks as assigned by the Event Manager.

QUALIFICATIONS

- Minimum of one year work experience in a performing arts production capacity.
- High school diploma or equivalent and some college experience required.
- Familiarity with Microsoft Office Suite required; social media and graphic design experience helpful.
- Excellent written and oral communication skills.
- Strong organizational and time management skills.
- Ability to manage assigned special projects independently and to completion.
- Willingness to work evening and weekend hours.
- Valid New York State driver's license helpful.

Interested candidates should email cover letter and resume to:

Arts@cityparksfoundation.org

Please type "Event Assistant Citywide application from (Your Name)" in the subject line.