

Job Description - 2014

TITLE: Guest List Coordinator: Mainstage (Central Park)
DATE: May 27 – August 29, 2014 (approximately 35 events, approximately 5 hours per event)
SALARY: \$4,000

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 SummerStage Guest List Coordinator compiles the festival's and artist's guest lists at the Central Park venue, supervises the Guest and Press Check-In area and the, and is the first to welcome VIP guests including CPF trustees, corporate sponsors, SummerStage members and more. The Guest List Coordinator works under the direct supervision of the SummerStage Director of Production (DP).

RESPONSIBILITIES

- Obtain and manage CPF and artist's guest lists for each SummerStage event, communicate any issues to DP
- You and your staff graciously welcome all CPF, artist and partner guests to the venue, provide the necessary credentials and offer directions to specific venue areas if needed
- Anticipate access and capacity issues to ensure the comfort of all guests, communicate any issues to DP
- Supervise and train an intern staff to assist you at Guest and Press check-in
- Ensure Guest and Press check-in area stocked with adequate supplies, communicate any issues to DP
- Occasionally assist DP with special assignments as needed

QUALIFICATIONS

- Excellent interpersonal and communication skills
- Ability to lead a small team and work well with others
- Ability to take charge in the supervision and operation of the Guest List check-in area
- Ability to work well under pressure in a fast-paced, intense work environment
- Ability to work afternoon, evening and weekend programs in an outdoor environment
- Ability to commit to approximately 35 events throughout the season and approximately 5 hours per event
- Ability to carry out basic physical activities and to lift up to 30 pounds comfortably
- Basic computer skills required (Word, Excel, etc)
- Customer service experience preferred
- Live event and/or ticketing and box-office experience preferred but not required
- Knowledge and appreciation of the performing arts, including dance, word, American and International music preferred but not required

To apply, please send resume and cover letter to:

Email: arts@cityparksfoundation.org

Please type "Guest List Coordinator application from (Your Name)" in the subject line.