

Saturday Night Market Program Coordinator – April – October 2017



About the Pittsburgh Downtown Partnership:

The Pittsburgh Downtown Partnership (PDP) is a non-profit organization committed to making Downtown Pittsburgh a great urban center through clean and safe services, transportation initiatives, economic development programs, advocacy and marketing.

Position Description:

The Saturday Night Market Coordinator will manage the Saturday extension of our the PDP's Night Market series. The Saturday Night Markets will run from 5:00 – 10:00 p.m. each Saturday from May 13 through October 28. This position reports to the Senior Manager of Special Events during the week and to the dedicated 'on-call' PDP staff member each Saturday if needed.

Duties and Responsibilities:

- Setup, management, and teardown of the Saturday Night Markets. Must be able to lift up to 50lbs and stand for extended periods of time. Onsite presence and supervision for the duration of the event.
- Management of up to two interns or volunteers who will be present to assist with setup, teardown, and to act as onsite event staff
- Conduct extensive research/outreach to assist with programming of the Saturday Night Markets, including but not limited to: vendor booking, entertainment booking, follow up with partner organizations/sponsors/exhibitors
- Follow up with booked vendors to ensure that all paperwork (participation agreement, payment, insurance certificates) is in order ahead of each Market.
- Address any questions vendors have regarding the paperwork processes
- Liaison with entertainment/partners/sponsors/vendors and their staff/volunteers to coordinate smooth arrival and setup each week
- Coordinate with Block by Block/ Clean Team staff members to ensure all needed event supplies and materials are prepped and arranged to arrive onsite each week
- Onsite problem solving, conflict resolution, and other duties as required
- Potential to assist with additional PDP events in the future

Desired Characteristics & Requirements:

- Strong attention to detail
- Excellent communication and writing skills
- Strong customer service skills and comfort working with the general public
- Ability to multi-task and prioritize is essential
- Energetic, flexible, collaborative, and proactive
- Strong working knowledge of Microsoft Office Suite specifically Word and Excel

Timeframe: April through the end of October, 2017

Hours: 10 hours of onsite work on Saturdays (2:00 p.m. – 12:00 a.m.)

5-10 additional office hours as needed (can be completed remotely)

Potential for one Saturday off per month, subject to prior approval and availability of management to cover any requested date

Pay: \$12-\$15 per hour, commensurate with experience

Apply: Interested candidates are encouraged to submit a cover letter and resume (with references) to resumes@downtownpittsburgh.com by end of day, Friday, April 14, 2017. Please list 'Saturday Night Market Program Coordinator' in the subject line of the email.