

Part Time Event Staff – Management and Support Staff 2019



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:

Part Time Event Staff will assist at a variety of PDP events during the spring, summer, and fall including, Night Markets, Picklesburgh, Kidsplay, Rooftop Shindigs, Farmers Markets, as well as PDP holiday activations including the Holiday Market, Holiday Kidsplay, and Light Up Night.

Part Time Support Staff will be notified via email as shifts are available and can request as many as preferred. This position will be hired and scheduled by the Senior Manager of Special Events and will report onsite at events to a dedicated Event Manager.

Part Time Event Manager shifts are also available, commensurate on experience. This position will be assigned a management role for specific dates/events, and briefed in advance with necessary details. This position will be hired and scheduled by the Senior Manager of Special Events and will oversee event operations and Part Time Support Staff onsite. There will be a dedicated 'on-call' PDP staff member for each event.

Duties and Responsibilities:

Part Time Support Staff:

- Setup, management, and teardown of the PDP events. 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.
- Onsite problem solving, conflict resolution, and other duties as required

Part Time Event Manager (in addition to the above responsibilities):

- Management of up to two event staff employees who will be present to assist with setup, teardown, and to act as onsite event staff
- 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 smooth operations during duration of the event

Desired Characteristics & Requirements:

- Strong attention to detail
- Excellent communication 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
- Professional appearance required for shifts. Attire is to be casual/comfortable for outdoor work while remaining presentable

Hours: Shifts typically vary depending on needs.

Pay:

Part Time Support Staff - \$12 per hour

Part Time Event Manager - \$15 per hour

Apply: Interested candidates are encouraged to submit a resume to jdougherty@downtownpittsburgh.com at any point throughout the year. Please list 'Part Time Event Staff' in the subject line of the email.