

Part Time: Event Managers and Staff 2020



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: assist at PDP events during the spring, summer, and fall including, Night Markets, Picklesburgh, Kidsplay, Farmers Markets, as well as holiday activations including the Holiday Market, Holiday Kidsplay, and Light Up Night. Shift opportunities and scheduling will vary with staff notified via email as shifts are available. Staff may request shifts subject to their availability. This position will be hired and scheduled by the Director of Special Events and will report onsite at events to a dedicated Event Manager.

Part Time Event Management Shifts: commensurate on experience. During these shifts, Part Time staff may be assigned a management role for specific dates/events and briefed in advance with necessary details required to oversee event operations and support staff, if available.

Duties and Responsibilities:

Part Time Event Staff:

- Setup, management, and teardown of the PDP events including staging, tents, signage and basic audio equipment or lighting.
- 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, general guest service, general knowledge of Downtown and PDP events, and other duties as required

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

- Management of several 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 guest 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.