

## Part Time Event Staff – Management & Support Staff 2023



### **About the Pittsburgh Downtown Partnership:**

The Pittsburgh Downtown Partnership (PDP) is a non-profit organization committed to fostering economic vitality and improving life in Downtown Pittsburgh through public space activation and programming, clean and safe services, transportation, economic development programs, advocacy, and marketing.

**Position Description:** Part Time Event Staff will assist at a variety of PDP programming events throughout the year including, Night Markets, Picklesburgh, WorldSquare, 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 PDP staff in the Events Department 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 PDP staff in the Events Department and will oversee event operations and Part Time Support Staff onsite. Part Time Event Managers will be reporting to a dedicated 'on-call' PDP staff member during each event.

### **Duties and Responsibilities**

#### **Part Time Support Staff:**

- Be a welcoming presence to encourage a positive visitor's experience.
- Assist with set-up and teardown of 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.
- Take direction from Event Manager and assist as needed.
- Communicate with Event Manager to report any issues or questions in real time.
- Onsite problem solving, conflict resolution, and other duties as necessary

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

- Management of up to three 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 PDP Clean Team staff members to ensure smooth operations during the duration of the event.
- Coordinate with supervisors and authorities, including police, to report any illegal activity.

### **Job Conditions**

- Must be willing to work outside in varying weather conditions.
- Must be willing to work evenings and weekends
- Must operate equipment safely and in accordance with training, wear appropriate attire, and report any unsafe work conditions or practices to supervisor.

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- Must wear branded clothing or lanyard, provided by PDP, when on duty and be responsible for clean and presentable appearance.

### Qualifications

- Strong attention to detail
- Excellent communication skills
- Strong customer service skills and comfort working with the general public
- Ability to multitask and prioritize is essential
- Ability to think and act in a fast-paced environment
- Energetic, flexible, collaborative, and proactive
- Professional appearance required for shifts. Attire is to be casual/comfortable for outdoor work while remaining presentable
- Ability to work effectively in both a team setting and independently

**Hours:** Shifts typically vary depending on needs.

### **Pay:**

- **Part Time Support Staff** - \$16 per hour
- **Part Time Event Manager** - \$18 per hour

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