



GOLDEN TRIANGLE

## Seasonal Part-Time Summer Event Assistant

### SUMMARY:

Our **Part-time Summer Event Assistants** represent the face of the Golden Triangle Business Improvement District during the neighborhood's five-month outdoor activation season. Events are an important part of the strategic plan to maintain competitiveness among DC markets and make the neighborhood an inviting destination. Ideal candidates will be enthusiastic about welcoming participants to our more than 100 outdoor events and enjoy working in an active, vibrant downtown environment in the heart DC's central business district. Key functions of the job include: set-up and breakdown of event equipment; greeting and welcoming participants; managing information/registration tables; answering questions about the organization and its events/initiatives; and creating a fun and impactful experience for event participants. Successful candidates will enjoy the outdoors, as they will spend most or all of their shift working in varying summer weather conditions, standing and interacting with event attendees and guests. Candidates will be expected to work part-time, which will include day or evening shifts, or split shifts. A commitment of May through September is required, although we may consider well-qualified applicants with event experience that can commit to at least May through August. This position will be no more than 30 hours per week at a pay rate of \$15.00 per hour. No benefits provided.

### PRIMARY DUTIES AND RESPONSIBILITIES:

- Responsible for the execution of outdoor events to include set-up and breakdown of event tents, tables, chairs, games, art materials, sound system, promotional collateral, and signage.
- Engage and interact with the public at over 100 outdoor events, such as Picnic in the Park, Farragut Fridays, Golden Cinema Series outdoor films, TriFit outdoor exercise classes
- Manage event activities including ping-pong, jenga, corn-hole, art table, and musical performances. Activities from rotating partners including adoptable pets, scavenger hunts, cultural demonstrations, etc.
- Deliver brief, friendly, opening announcements at the start of TriFit classes. Audiences of up to 200.
- Professionally represent the Golden Triangle BID brand and mission.
- Update Excel database to track event waivers, newsletter registration, and inventory of supplies and prizes.
- Work outdoors every day in all weather conditions

### QUALIFICATIONS:

- Strong work ethic and reliability
- Experience in a face-to-face customer service-oriented role
- Able to work a flexible schedule—mid day and/or evening assignments
- Must be able to stand for long periods of time (4-5 hours) outside and lift up to 20 pounds
- Must be able to take initiative and act proactively, not always wait for instruction
- Must have the ability to clearly communicate, engage broad audiences, be outgoing, friendly, self-motivated and possess a positive attitude
- Must be able to work well within a team and take direction
- Knowledge of Golden Triangle BID and the District of Columbia is a plus
- Must be at least 18 years old and show proof of one year of post-secondary work at an accredited college or university.

### COMPANY BACKGROUND:

The Golden Triangle Business Improvement District (BID) encompasses the 43 square blocks in the heart of Washington, DC's central business district and stretches from the White House to Dupont Circle. One of the city's most vibrant neighborhoods, the BID is home to nearly 90,000 workers, 6,000+ businesses, 500 restaurants and retailers, and some of the best hotels, public attractions, and transportation access in D.C. To learn more visit [www.GoldenTriangleDC.com](http://www.GoldenTriangleDC.com).

Please send cover letter and resume by **March 1, 2019** to Elise Panko at [epanko@goldentriangledc.com](mailto:epanko@goldentriangledc.com)