



**EVENTS: Main Street Fridays, Saturday Market, Fall for Greenville, Artisphere, Red White and Blue, Moonlight Movies, Christmas Parade, and other concert series**

**JOB TITLE: Event Staff (Multiple Positions Available)**

**Seasonal Position/ Part Time Availability**

### **GENERAL INFORMATION**

The City of Greenville is currently seeking part-time special event staff to join our team and assist with the operations of downtown events. Event staff will work under the supervision of the City Event Management staff.

**Dates: April 2021 – October 2021**

### **Position Expectations and Responsibilities:**

- Assists with setup and breakdown of events, including and not limited to placement of tents, tables and chairs, hanging signage, setting up of movie screen/sound equipment, etc.
- Coordinates with on-site vendors as required.
- Assists in crowd control, enforcing event regulations and rules.
- Maintains cleanliness and order of the event area.
- Assists with general maintenance and upkeep of event infrastructure throughout the shift, including fixing tents, tables and chairs.
- Provides high quality customer service and effectively communicates with patrons.
- Ability to recognize problems as they arise and bring them to the attention of City Staff.
- Ability to adhere to City policies, follow safety guidelines and exercise good judgment in all aspects of responsibility.
- Assist with patron services (ticket/wristband sales, beer/wine services) as necessary.
- Willingness to perform other duties as needed.

### **Physical Requirements:**

- Must be able to lift 50 pounds
- Requires climbing, reaching, bending, pulling, and lifting. Some work in varying environments, including hot and cold temperatures.
- Must have reliable transportation.
- Ability to pass drug screening and background check

### **QUALIFICATIONS**

#### **Mandatory Requirements:**

- Must be 18 years or older.
- Available nights, weekends and holidays, including the 4<sup>th</sup> of July.
- Strong interpersonal communication and customer service skills.
- Ability to work effectively both independently and as part of a team.
- Ability to sit in a hot or cold environment.
- Ability to operate machinery.



**Special Events and Hours:**

**Saturday Market**

Saturdays, May – October  
5:30 am – 2:00 pm

**Moonlight Movies / Concert Series**

Wednesdays, April - September  
6:00 pm – 11:00 pm

**Artisphere**

May 6-9  
Hours TBD

**Red, White and Blue**

Saturday, July 4  
7:30 a.m. – 11:00 p.m.

**Fall for Greenville**

October 7-10  
Hours TBD

**Christmas Parade**

Saturday, December 4  
2:00 p.m. – 8:30 p.m.

**CONTACT**

Please forward cover letter and resume to:

City of Greenville  
Attn: Natalie Googer  
ngooger@greenvillesc.gov  
PO Box 2207  
Greenville, SC 29602