



EVENTS: Weekly Special Events and Seasonal Festivals (see list below)

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: March – December, 2022

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.
- 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:

Moonlight Movies

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

Downtown Alive

Thursdays, March – August
3:00 pm – 9:30 pm

Main Street Fridays

Fridays, March – September
3:00 pm – 10:00 pm

Saturday Market

Saturdays, May – October
5:15 am – 2:00 pm

Artisphere

Friday – Sunday, May 6 - 8
Hours: TBD

Fall for Greenville

Thursday – Sunday, October 13 - 16
Hours: TBD

Christmas Parade

Saturday, December 3
2:00 pm – 8:30 pm

CONTACT

Please forward cover letter and resume to:

City of Greenville
Attn: Rachel Pitman
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Greenville, SC 29602

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