

Riverside Park South Programming Associate

About Us:

The Riverside Park Conservancy works in partnership with the City of New York to maintain and improve Riverside Park for the enjoyment and benefit of all New Yorkers. We support the preservation of the park's historic landscape, structures, and monuments, engage the community in active stewardship of the park, and provide a wide range of public programs.

Position Summary

The Programming Associate, under the guidance of the Director of Public Programming, will assist in the implementation of *Summer on the Hudson* events. The Associate's responsibilities will range from overseeing day-of logistics to actively engaging the community in order to ensure successful programming. The ideal candidate remains calm under pressure, possesses strong organizational skills, and has excellent follow-through on tasks.

Summer on the Hudson is Riverside Park's annual outdoor arts & culture festival that takes place from 59th street to 181st Street along the Hudson River and features a mix of concerts, movies, children's shows, special day-long events, wellness activities, and more.

Duration: 6 months, April 15 – October 11, 2024 with potential for permanent extension at the conclusion of the regular event season.

Major Tasks and Responsibilities

- Act as point of contact for artists, teachers, volunteers, and other vendors who are presenting programs in Riverside Park South.
- Stage manage all programs and events in Riverside Park South.
- Work alongside NYC Parks and Riverside Park Conservancy staff to facilitate load-in, setup, and load-out of program, vendor, and artist materials. Administer various equipment, including recreation equipment, tables and chairs, and audio-visual equipment. Maintain an inventory of all Riverside Park program materials.
- Conduct community outreach to local organizations for tabling opportunities at events. Create and distribute flyers and posters throughout the community and in the Park.
- Generate social media content for Facebook, Twitter, and Instagram.
- Assist the Director of Public Programming with clerical duties including data entry, research, and outreach to potential sponsors and event partners. Perform regular event paperwork filing and report creation.
- Answer questions, provide information, and interact with the public in a pleasant and supportive manner.
- When needed, provide additional assistance at other programs presented in Riverside, West Harlem Piers, and Fort Washington Park.

Qualifications

- **Education/Experience:**
 - Bachelor's Degree, OR
 - Two years of experience in arts programming in an area related to duties described above, such as experience facilitating structured arts and/or recreation programs in a camp, community center or arts facility setting.
 - Production management or stage management experience including theatre, concerts, outdoor events, and other performing arts programs considered a plus.
- **Skills/Abilities**
 - Strong interpersonal, written, and verbal communication skills both internally and in public settings.
 - Willingness to be hands-on with the performance of a variety of assigned tasks.
 - Ability to show flexibility in the midst of changing priorities and new opportunities.
 - Ability to collaborate and create positive relationships with the public, collaborators and NYC Parks Department.
 - Ability to work independently and as part of a team.
 - Familiarity with PC operating systems and proficiency in Microsoft Office Suite.

Working Conditions

- Must be able to work a flexible schedule during peak event season including nights and weekends.
- Must be able to operate outdoors in all weather conditions.
- Local travel within NYC for events required. Valid NYS Driver's License required.
- All RPC employees must be fully vaccinated against COVID-19 and be able to provide proof of vaccination.

Compensation:

- Hourly Rate: \$26.47

To Apply: Submit your resume and cover letter via e-mail to soh@riversideparknyc.org with "Programming Associate" in the subject line.
No phone calls please.

Riverside Park Conservancy is committed to fostering an inclusive and respectful environment for all applicants and employees. We recognize the importance of diversity and offer equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, veteran status, height, weight, or any other characteristic protected by federal, state, or local laws.