



## SEASONAL EVENT ASSOCIATE

REPORTS TO: EVENT SUCCESS COORDINATOR + DEVELOPMENT COORDINATOR

SUPERVISES: NONE

TERMS: SEASONAL | PART TIME, UP TO 24 HOURS PER WEEK | NON-EXEMPT

Civic Center Conservancy is looking for a Seasonal Event Associate to support the Conservancy team with the in-park operations and oversight of our Civic Center EATS food truck and Civic Center SPARKLES volunteer programs. This role will have manager-on-duty responsibilities, help to oversee load ins/set-ups and load outs/tear downs and will interact with volunteers, production partners, vendors, and the general public. We can provide a regular and predictable schedule of up to 24 hours per week from May through October. This position will be working almost completely outside in a downtown, urban park environment.

### WHO YOU ARE

- You love logistics and are great at shepherding them – especially those associated with events and activations.
- You are a strong executor of events, programs, and other activation strategies and can anticipate and solve problems.
- You possess a strong customer service ethos.
- You are self-motivated and operate independently and as part of a team.

### REQUIRED TIME AVAILABILITY PARAMETERS

This position will support in-park activities produced by the Civic Center Conservancy and will be expected to be available to work the hours stated below. If you cannot regularly work this schedule, please do not apply. Occasional conflicts may be acceptable:

All work will take place between April 30, 2025 and October 16, 2025 on the following schedule:

- Tuesdays starting May 19: 7:30 am to noon
- Wednesdays and Thursdays starting May 14: 8:00 am to 4:00 pm Some Thursdays will have a start time of 7:30 am.
- Candidates will need to be available from 8:00 am to 1:00 pm on April 30 for an EATS “Dry Run” and Orientation

There will be weeks where activations are not being run that we can discuss with candidates as they progress through the process.

Additional hours may be available to support other CCC-produced activations outside these parameters as well. These may include Night Markets on 5/16 and 9/19 as well as Indy Eve on July 3.

## DUTIES AND RESPONSIBILITIES

### CIVIC CENTER SPARKLES IN-PARK LEAD

- Clear and consistent communication with the Development Coordinator about scheduled groups and their dynamics, needs and relationships to the Conservancy.
- Supervises volunteers, distributes t-shirts, collects waivers and confirms any requirements, and effectively provides direction and supervision of volunteer jobs to be performed.
- Communicate and interact with Denver Parks and Recreation staff to determine projects for each day.
- Maintains attendee data and supply and apparel inventory for volunteer program with support from Development Coordinator.
- Builds demand for the volunteer program by providing an excellent experience for volunteers
- Maintains data to create, track and achieve SPARKLES and organizational goals.
- On each volunteer day you will lead the following:
  - Set-up volunteer tent, table, signage and staging area including laying out apparel, tools and snacks.
  - Greet and check in volunteers including collecting waivers and distributing t-shirts.
  - Kick-off the day with a welcome message and coordination a group picture.
  - Interact with volunteers throughout the morning providing guidance on tasks and sharing the Conservancy story.
  - Gather volunteers to wrap the day.
  - Break down all program elements and return to storage areas.

### CIVIC CENTER EATS ACTIVATION SUPPORT/MANAGER-ON-DUTY

- In partnership with the Event Success Coordinator, you will serve as Manager-on-Duty for Civic Center EATS.
- Clear and consistent communication with the Event Success Coordinator about event needs and incidents.
- Serve as on-site event manager, supervisor and primary on-site event contact for vendors, production partners, Denver Parks & Recreation, Denver Police, and other stakeholders.
- Interface with Civic Center EATS Music Partner
- Oversee and support the set-up and/or strike of the event including tables, chairs, umbrellas, tents, water tree and other Civic Center EATS infrastructure by Aramark and Youth Employment Academy.
- Lead load-out of EATS food truck vendors, including collection of EATS gift certificates and vouchers.
- Deliver certificates, vouchers, and Greek Theater basement key to arranged location daily.
- Submit reports to CCC Management as requested or on a daily or weekly basis.

## QUALIFICATIONS AND COMPETENCIES

- Minimum of 2 seasons of logistics and operations experience for outdoor events especially in park setting, and understanding the constraints and challenges of those locations.
- Excellent customer service skills – especially with donors, vendors and teammates.
- Experience in working with and managing volunteers.
- Ability to lift and move up to 50 pounds.
- Demonstrated ability to steward relationships with internal and external stakeholders.

- Willingness and ability to work in an outside environment
- Demonstrated ability to communicate and effectively interact with people across cultures, ranges of ability, genders, ethnicities, races, and other identities in order to create an inclusive, equitable, and welcoming environment.
- Previous experience working with youth (16-24) is preferred.
- Spanish-language proficiency or higher preferred but not required.

## COMPENSATION

This part-time position is paid hourly at a rate of \$27-30/hr. The position does not come with any benefits.

## TO APPLY

Qualified and interested candidates should submit a cover letter and resume with the subject line “CCC Seasonal Event Associate” to [people@civiccenterconservancy.org](mailto:people@civiccenterconservancy.org). Please share your connection to parks or public spaces in your cover letter.

The Civic Center Conservancy encourages all qualified candidates to apply. The Civic Center Conservancy is an equal-opportunity employer and seeks a diverse pool of applicants. We know that women and people of color are often less likely to apply to a position if they don't match 100% of the job qualifications. Don't let that be the reason you miss out on this opportunity! We encourage you to apply even if you don't think you're the perfect candidate.

This position will work primarily in person in Civic Center Park with potential in-person at the Conservancy offices in Denver's Capitol Hill neighborhood on occasion.

**Application Deadline: March 16, 2025.** We will keep applications open until a suitable candidate is found.

## ABOUT CIVIC CENTER CONSERVANCY

Civic Center Conservancy is dedicated to keeping Denver's Civic Center Park active and thriving for all. As an independent nonprofit, the Conservancy engages individuals, businesses, and community groups as champions for this essential public space.

Civic Center Conservancy's work benefits the park, the people who use the park, and the future of the park.

**For the Park:** The Conservancy supports the Park's upkeep by raising funds to restore its historical structures, enhance its natural spaces & advocate for investment in this essential public space. We do this in partnership with the City through a public-private partnership.

**For the People:** The Conservancy serves as the Park's community builder, activating the space & providing opportunities for engagement year-round. Events & programs like Civic Center EATS ensure those who visit the park connect with the spirit of the City & become part of its legacy. The Conservancy also engages small businesses, neighboring cultural institutions, arts organizations & other local groups in bringing diverse voices & audiences to the park.

**For the Future:** Spaces like Civic Center Park require a caretaker who is connected to the people who use the park, advocates for improvements & transforms the space to meet the needs of anyone who gathers there today & long into the future.