



SEASONAL EVENT ASSOCIATE

REPORTS TO: EVENT SUCCESS COORDINATOR

SUPERVISES: NONE

TERMS: SEASONAL | PART TIME | NON-EXEMPT

Civic Center Conservancy is looking for a Seasonal Event Associate to support the Activations team with the in-park operations and oversight of our weekly Civic Center EATS food truck event and other special events, as needed, during the 2026 season. This role will have manager-on-duty responsibilities, oversee the event crew for load-ins/set-ups and load-outs/strike and will interact with volunteers, production partners, vendors, and the public. The position will have a regular and predictable schedule of 14-16 hours per week, starting in early May and running through mid-October 2026, with additional special events shifts throughout the season that will be communicated in advance. 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 with a solutions-oriented mindset.
- You possess a strong customer service ethos.
- You are self-motivated and operate both independently and as part of a team.
- You know how to delegate tasks effectively.

REQUIRED TIME AVAILABILITY PARAMETERS

This position will support in-park activities produced by the Civic Center Conservancy and our partners, and will be expected to be available to work the dates and hours stated below:

- EATS: Wednesdays and Thursdays: 8:00 am to 3:30 pm with a 30 minute lunch (unpaid) starting the week of May 4, 2026 through October 15, 2026.
- Other CCC-Produced Events: Friday, May 22; Friday, July 31; and Saturday, October 24, 2026 – Times TBD at a later date.
- Partner-Produced Events: Saturday, August 1; September 24 – 28 (Schedule TBD, not required to work every day).

If you cannot regularly work this schedule, please do not apply. Occasional conflicts may be acceptable. There will likely be additional dates for events run by programming partners that will be shared when confirmed. There will be occasional weeks where activations are not being run that we can discuss with candidates as they progress through the process.

DUTIES AND RESPONSIBILITIES

CIVIC CENTER EATS ACTIVATION SUPPORT/MANAGER-ON-DUTY

- Under the supervision of the Event Success Coordinator, 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 and primary on-site event contact for event crew, vendors, production partners, Denver Parks & Recreation, Denver Police, and other stakeholders.
- Oversee and guide the set-up and/or strike of the event including tables, chairs, umbrellas, tents, and other Civic Center EATS infrastructure by event crew.
- Lead load-in and load-out of EATS food truck vendors.
- Submit regular reports to CCC Management as requested.

SPECIAL EVENTS ACTIVATION SUPPORT

- Under the supervision of the Event Success Coordinator, provide support during load-in and set-up, during the event, and load-out and strike as needed.
- Oversee the execution of event set-up checklist by event crew under the direction of the Event Success Coordinator and Event Director.
- Provide clear and consistent communication with the Event Success Coordinator about event needs and incidents.
- Serve as main contact for volunteer check-in, and orientation, and assigning tasks.
- Other duties as assigned.

QUALIFICATIONS AND COMPETENCIES

- Minimum of 2 seasons of logistics and operations experience, ideally in an outdoor and/or park setting, and understanding the constraints and challenges of those locations.
- Excellent customer service skills – especially with patrons, 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 to create an inclusive, equitable, and welcoming environment.
- Spanish-language proficiency or higher strongly preferred but not required.

COMPENSATION

This part-time position is paid hourly at a rate of \$25-28/hr. with a retention bonus of \$500 for staying through October 24th. The position does not include 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. 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 Civic Center Park with occasional in-person tasks at the Conservancy offices in the Golden Triangle, Denver.

Application Deadline: Tuesday, March 31st. We will review resumes on a rolling basis and may start interviews before this deadline. 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.