



GOLDEN TRIANGLE

Summer Events Team Lead

Golden Triangle Business Improvement District

SUMMARY:

The Summer Events Team Lead is responsible for assisting the Events and Marketing Manager with the Summer Events Team. This person will be a working team lead who sets the models and standards for the Summer Events Team. The ideal candidate will have leadership experience, will be organized, high-energy and enthusiastic about welcoming participants to our 140+ outdoor events.

The Summer Events Team serves as the face of the Golden Triangle BID during the summer months. Key functions of the Team Lead job include managing the shift schedules for the Summer Events Team, assigning and overseeing the completion of daily tasks and managing the evening events. Other duties include asset inventory, data entry, assisting our contractors with set up and breakdown of event equipment, greeting and welcoming participants, answering questions about the organization and creating a fun and energized event experience. The successful candidate will need to enjoy the outdoors, be high energy and a people person as they will spend most of the day outside in various summer weather conditions, standing and interacting with stakeholders.

Candidates will be expected to work part-time, days, evenings and split shifts as needed, May through September, for no more than 30 hours per week at an hourly pay rate of \$16.00. No benefits provided. To apply please send a cover letter and resume by February 15 to dpurnell@goldentriangledc.com.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Work closely with the Events and Marketing Manager to ensure the department objectives are met by the Summer Events Team
- Responsible for the execution of outdoor events to include set-up and breakdown of event tents, tables, chairs, games, art materials, and sound system
- Manage the weekly schedules for the summer team
- Engage and interact with the public at over 140 outdoor events, such as our Picnic in the Park, Farragut Fridays, the Golden Cinema Series, and TriFit
- Manage event games and activities including ping-pong, corn-hole and painting station
- Provide dynamic narratives of the Golden Triangle to area workers, tourists, and nearby residents
- Manage and update Excel database to track event waivers, newsletter sign ups
- Promote the mission of the Golden Triangle
- Work outdoors every day in all weather conditions

QUALIFICATIONS:

- Experience in a frontline customer service oriented role
- Able to work a flexible schedule—mid day and/or evening assignments
- Must be able to stand for long periods of time outside and lift up to 20 pounds
- Must have the ability to problem-solve in a fast-paced environment
- Must be able to take initiative and act proactively, not always wait for instruction
- Must be out-going, friendly, self-motivated and possess a positive attitude
- Knowledge of the District of Columbia is a plus
- Must be able to show proof of two years of post-secondary work at an accredited college or university

ORGANIZATIONAL BACKGROUND:

The Golden Triangle Business Improvement District (BID) encompasses the 43 square blocks in the heart of Washington, DC's central business district and stretches from the White House to Dupont Circle. One of the city's most vibrant neighborhoods, the BID is home to nearly 90,000 workers, 6,000+ businesses, 500 restaurants and retailers, and some of the best hotels, public attractions, and transportation access in D.C. To learn more visit www.GoldenTriangleDC.com.