



## **Teen Park Events Associate (Seasonal)** Brooklyn Bridge Park Conservancy

**Brooklyn Bridge Park Conservancy is seeking part-time Park Events Associates for its 2024 season**

Brooklyn Bridge Park Conservancy's **Teen Employment Program** is a paid opportunity for rising high school seniors with working papers, focused on skills-building and providing opportunities for hands-on production experience, supporting the Conservancy's programming efforts during our 2024 season. The program invites teens to think critically about the role of public space and community, through civic engagement—all while building connections with other teens. Teen staff will gain insight on production and event management through an expansive public programming calendar. Excellent for resume building.

We hire teens who have relationships with the neighborhoods surrounding the park, and who either live in the area or attend schools nearby. We prioritize true diversity, in cultural background, socioeconomic status, and life experience.

### **About Brooklyn Bridge Park Conservancy**

Brooklyn Bridge Park Conservancy plays a vital role in creating and energizing this community-focused, world-class urban oasis on the Brooklyn waterfront. A 501(c)3 non-profit, we bring this unique park space to life with more than 500 innovative and engaging educational, cultural, fitness and recreational programs each year. Our free and low-cost events create new and exciting opportunities for tens of thousands of NYC residents and visitors to learn, grow, and experience all that Brooklyn Bridge Park has to offer.

### **What to Expect**

Expect hands-on experience in a variety of beautiful, outdoor settings while we bring joy to tens of thousands of park visitors over the course of the programming season.

### **Responsibilities include, but are not limited to:**

- Working outdoors to facilitate various public programs, including setup, breakdown, check-ins and on-site presence for various events. Events include concerts, film screenings, dance parties, fitness classes and much more
- Assisting the Brooklyn Bridge Park Boathouse with the kayaking program: including check-in and registration
- Receiving optional safety boater training in order to serve as an on-water presence for our kayaking program
- Assisting staff with public environmental education workshops in the Park
- Tracking and updating visitor information, including liability and release waivers, demographic breakdown and total participant numbers
- Maintaining public programming equipment, tracking inventory and organizing all supplies in a professional manner
- Providing general administrative support to staff, including taking pictures and putting up signage



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throughout the Park

### **Qualifications:**

- Current rising high school seniors
- Strong communication and interpersonal skills
- Comfortable (and hungry!) to work outdoors
- An interest in events and public programming
- Ability to work as part of a team as well as independently
- Responsible and detail-oriented
- Ability to work quickly, independently, accurately and consistently
- Interest in executing hands-on, public-facing events
- Outgoing, curious, mature, positive, and a self-starter

### **Compensation**

Pay rate is \$18/hour. This is a part-time, hourly, non-exempt temporary position, approximately 15-25 hours per week.

**How to apply:** Please submit a cover letter and resume and a list of two references (include their name, title and email) as a single PDF file to [programming@brooklynbridgepark.org](mailto:programming@brooklynbridgepark.org).

Please include **"TEEN PARK EVENTS ASSOCIATE - [YOUR NAME]"** as your subject line. "Application deadline: Friday, March 15 or until all positions are filled. Only those candidates selected for an interview will be contacted.

*If you need a reasonable accommodation for any part of the application process, please contact [programming@brooklynbridgepark.org](mailto:programming@brooklynbridgepark.org). However, please note we cannot accept any emails or phone calls with questions regarding the position.*

*Brooklyn Bridge Park Conservancy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

*We are committed to an inclusive and equitable work environment, BIPOC candidates are strongly encouraged to apply.*



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