

THE TRUST FOR GOVERNORS ISLAND

PROGRAMMING SITE MANAGER

BACKGROUND

Governors Island is a 172-acre island in the heart of New York Harbor nestled between Lower Manhattan and the Brooklyn waterfront. Eight minutes from the energy and excitement of the City, the Island is a popular seasonal destination. A resilient new park is complemented by dozens of unique historic buildings, environmental educational facilities, a rich arts and culture program and a 22-acre National Monument managed by the National Park Service. Unlike anywhere else in New York, Governors Island offers peaceful settings with sweeping views of the Harbor, Lower Manhattan skyline and Statue of Liberty. Looking ahead, the Island will be activated year-round as a sustainable campus for learning and entrepreneurship, with plans for expanded commercial and non-profit uses in its future.

In 2018, Governors Island will be open to the public every day from May 1-October 31. Island operations continue year-round, with a public high school, artist residency program and new commercial tenancies.

THE POSITION

The Trust for Governors Island is looking for an experienced and energetic Programming Site Manager to support the Island's robust calendar of public and private seasonal events. The Site Manager will play a critical role in supporting organizations, institutions and tenants who have a season-long presence on the Island, as well as special events that happen both during the day and after hours. Reporting to the Assistant Director of Special Events and Public Programs, the Site Manager will support the successful execution of events and installations on the Island, including but not limited to small-scale public exhibitions, large-scale ticketed events including concerts and festivals, public programs produced by the Trust, art installations, film and photo shoots and food vendor support. Working in collaboration with a variety of departments and teams (internal and external), this is a hands-on role that requires work outdoors and in all weather conditions. This is a seasonal (May 22-October 31), part-time position. Hours include Friday afternoons and extended days Saturday and Sunday. Some late-night hours will be required.

RESPONSIBILITIES

- Manage on-site execution of production and technical aspects of programs, events and art installations on the Island
- Liaise with external production teams and venue rental clients, collaborating to execute event plans
- Support event execution based on internal briefing materials, working with The Trust Operations team to schedule set-ups and break-downs
- Work with Trust Operations and Security teams and outside security teams on occasion to manage on-site crowd control, emergency response and other public safety precautions for events
- Serve as site contact for large-scale load-ins and load-outs, event set up and breakdown and troubleshoot problems with vendors and staff
- Review event/installation floor plans and production details, including sound permits, TPAs and Department of Buildings, temporary structure permits, ensuring that on-site activities adhere to written specifications and the Trust's guidelines and protocols
- Coordinate the production and distribution of site information about programs and events (flyers, event signage, etc.)
- Communicate program attendance to the team for production of attendance reports.
- Work a weekend schedule that varies to meet Island needs, including Fridays, nights and holidays

REQUIREMENTS

- Minimum 2 years of event management experience at a high-capacity venue. experience with outdoor venues is preferred

- Excellent verbal and written communication skills
- Ability to remain respectful and calm when interfacing with staff, vendors, event guests and the general public
- Ability to think on your feet and juggle multiple tasks in the moment
- Ability to anticipate obstacles and maintain an optimistic and solutions-oriented perspective
- Strong planning and organizational skills, with great attention to detail
- Comfortable working independently and collaboratively
- Ability to work extended hours and holidays, as necessary
- Ability to lift 40 pounds and walk long distances in all weather conditions
- Valid driver's license
- Experience collaborating with artists and cultural organizations a plus

TO APPLY

Please send a cover letter and resume as a single PDF document to jobs@govisland.org with "Programming Site Manager" in the subject line. No phone calls please.

The Trust for Governors Island does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service or other non-merit factor.

ABOUT THE TRUST FOR GOVERNORS ISLAND

The Trust for Governors Island ("The Trust") is a nonprofit corporation created by the City of New York. It is responsible for the redevelopment and operation of 150 acres of Governors Island. The Trust's mission is to transform Governors Island into a vibrant resource for New York City, making this island at the center of New York Harbor a destination with extraordinary public open space, as well as educational, not-for-profit and commercial facilities.

For more information, visit www.govisland.org.