

## Private Events Intern

**Department:** Public Affairs

**FT/PT:** Part- time

**Job Status:** Non-Exempt

**Reports To:** Senior Events Manager

## OVERVIEW

Governors Island is a popular year-round destination located in the middle of New York Harbor. For almost two centuries, the Island was closed to the public, operating as a military base for the U.S. Army and, later, the Coast Guard. Today, an award- winning new park is complemented by dozens of unique historic buildings, educational and cultural facilities, a rich arts and culture program and a 22-acre National Monument managed by the National Park Service. Looking ahead, the Island is envisioned to be further activated as a resource for all of New York City, with expanded educational, non-profit and commercial facilities. The Trust is currently in the process of expanding the Island's arts and cultural program, as well as anchoring its growth through attracting a hub of educational and research partners dedicated to addressing the global climate crisis.

## POSITION

The Trust for Governors Island seeks a Private Events Intern to begin April 2024. Working within the Public Affairs team, which oversees events, communications, marketing, community relations, arts and public programming, the Private Events Intern will support efforts to optimize the current events program and promote strategic growth attracting a more diverse events portfolio. The paid position is part-time for the Spring semester. The position will be 5 days a week during the summer events season – June to August. There is the potential for extended employment opportunities into the Fall semester. This is an exciting opportunity to work in a dynamic public place in New York City and learn about event management and business development.

Responsibilities include but are not limited to:

- Work with the Senior Events Manager on event planning in the off season, developing pricing, conducting event research, preparing policy documents, and tracking site needs.
- Act as a site manager for events, working with the Trust Operations teams to coordinate on-site logistics at a variety of scales, including load-ins and load-outs, event set up and breakdown and crowd control.
- Review event/installation floor plans and production details, including permits, ensuring that on-site activities adhere to written specifications and the Island's rules.
- Conduct regular Island "rounds", making sure that events are secure and operating as planned.
- Work a schedule that varies to meet Island needs which may include weekends, early mornings, nights and holidays.

## QUALIFICATIONS

Education:

- High school graduate or equivalent.
- Enrollment in Bachelor's degree hospitality program preferred or comparable experience in event planning.

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- Senior Events Manager also considers non-traditional interns who are looking to re-enter the workforce or change careers; this may include those who have previously graduated from college.

## Experience:

- Recommended 2 years of site management experience at a high-capacity venue; experience with outdoor venues is preferred

## Skills and Abilities:

- Excellent verbal and written communication skills
- Ability to remain respectful and calm when interfacing with staff, vendors, event guests, and the general public
- The agility 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 attention to detail
- Comfortable working independently and collaboratively across departments
- 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

**Salary Range:** \$18 to \$20 per hour

**Location and Schedule:** All positions are located on Governors Island. The position is in-person.

## TO APPLY

Please send a cover letter and resume as a single PDF document to [jobs@govisland.org](mailto:jobs@govisland.org) with "Private Events Intern" in the subject line. No phone calls please.

The Trust for Governors Island does not discriminate on the basis of age, color, disability, genetic information, marital status, membership in an employee organization, military service, national origin, parental status, political affiliation, race, religion, sex (including gender identity), sexual orientation, sexual and other reproductive health decisions, 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 realize the full potential of Governors Island, demonstrating a bold vision for public space. For more information, visit [www.govisland.org](http://www.govisland.org)