

THE TRUST FOR GOVERNORS ISLAND

2021 Event Site Coordinator Internship

Department: Public Affairs

FT/PT: Full Time

Job Status: Non-Exempt

Reports To: VP of Public Affairs

RESPONSIBILITIES

- Act as on-site manager for events, working with the Trust Events, Public Affairs and Operations teams to coordinate on-site logistics at a variety of scales, including load-in and load-out, 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
- Support the Event Manager with developing and distributing event run of show and memos to relevant team members
- Support the Event Manager to conduct onsite coordination making sure that events are secure, following and operating as planned.
- Work a weekend schedule that varies to meet event production needs, including Fridays, early mornings, nights and holidays
- Support logistics coordination with the Event Manager and Operations team, including equipment set up, grounds maintenance rules, event perimeter securing and more
- Assist with other administrative tasks related to pre- and post-event needs, including documentation, coordination with the Finance team, management of vendor relationships and more

REQUIREMENTS

- Minimum 2 years of site 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
- 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
- Ability to work nights, early mornings and weekends as needed
- 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

TO APPLY

Please send a cover letter and resume as a single PDF document to jobs@govisland.org with "2021 Event Site Coordinator Internship" in the subject line. No phone calls please.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered employment with the Trust, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the Trust.

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.