

DOWNTOWN MISSOULA PARTNERSHIP, LLC

Position Description

Job Title: Missoula Downtown Event & Support Staff

Reports to: Operations Coordinator

Hours: Part-time and full-time schedule available with early morning, evening and weekend work required

Salary: \$14/hr

Function: This position is responsible for the onsite duties associated with Caras Park events and street décor throughout Downtown Missoula. This includes coordination with event planners, setting up and tearing down all events, keeping Caras Park and its equipment clean and in good working condition, as well as caring for Downtown flower baskets, boulevard banners, garbage and recycling removal and more.

Duties and Responsibilities:

- Oversee and care for Downtown flower baskets and boulevard banners, including mounting and taking down flowers, daily watering, monthly deadheading, monthly banner change-outs and repairs
- Coordinate with all Caras Park users on event set-up, equipment needs, and event layout and ensure expectations are met on set-up, staffing and clean-up with professionalism
- Ensure Caras Park and its equipment are in good working condition, clean and used properly, including walls, floor, stage, electrical outlets, tables, chairs, and all other equipment and physically move, remove and store equipment in an appropriate and time-sensitive manner
- Remove garbage and recycling from all events, wipe down tables and chairs when necessary, sweep and power wash pavilion floor on a regular basis
- Coordinate with vendors, sponsors and volunteers at all events produced by the Missoula Downtown Association to ensure all service providers have a good experience
- Assist the Downtown Maintenance Manager and office staff with keeping Downtown and Caras Park clean, safe and beautiful, including streetscape improvements and repairs, garbage removal and more
- Other duties and special projects as directed by the Operations Coordinator.

Required Qualifications:

- Desire and ability to serve others
- Proven time management and organizational skills
- Excellent interpersonal and communication skills
- Ability to lift up to 100 pounds at a time and a lack a fear of heights.
- Flexibility, dependability, reliability
- Ability to work independently without supervision

Please submit cover letter, resume, and three references to info@missouladowntown.com