



MISSOULA DOWNTOWN ASSOCIATION  
BUSINESS IMPROVEMENT DISTRICT  
MISSOULA DOWNTOWN FOUNDATION

**Our VISION is to lead and nurture a vibrant Downtown Missoula as a place where people are inspired to live work, shop and play. We do what you love in Downtown Missoula!**

#### Position Description

**Job Title:** Downtown Dream Team: Event & Support Staff

**Reports to:** Operations Coordinator

**Hours:** Part-time April-May. Full-time June-Aug. Part-time Sept-Oct.

**Salary:** \$15.00/Hour

**Function:** This position is responsible for venue and event management in Caras Park and maintaining Downtown Missoula's street décor. This includes coordination with event planners, setting up and tearing down events, keeping Caras Park and its equipment clean and in good working condition, caring for Downtown flower baskets, boulevard banners, garbage and recycling management and more.

**Joy:** This is a great job for those interested in being part of a team that makes Downtown Missoula the best it can be!

#### **Duties and Responsibilities:**

- 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
- 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
- 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:**

- Interest in learning and connecting with the Missoula community
- Desire and ability to serve others and the community
- Excellent interpersonal and communication skills
- Proven time management and organizational skills
- Ability to lift up to 50 pounds at a time and a lack a fear of heights.
- Flexibility, dependability, reliability
- Ability to work independently without supervision

Submit cover letter, resume, and three references to [info@missouladowntown.com](mailto:info@missouladowntown.com). Tell what you love most about Downtown Missoula!