



Downtown Missoula

Event & Facilities Staff

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

Position Timeline: Main work takes place between May 10 and October 10.

Salary: \$16/hr

Reports To: Jake Treece, Operations Director

Function: This position supports on-site operations for events at Caras Park and assists with the upkeep of downtown amenities throughout Missoula. Responsibilities include coordinating with event organizers, setting up and tearing down events, maintaining park equipment and facilities, and supporting seasonal downtown beautification efforts such as flower baskets and boulevard banners.

Core Position Duties & Responsibilities

Caras Park Event Venue Operations

- Serve as on-site staff for events at the Caras Park Event Venue (May–October)
- Coordinate with event organizers on setup, equipment needs, and event layout. Ensure expectations are met for setup, staffing, and cleanup in a professional manner.
- Set up, move, and store event equipment, including tables, chairs, and staging elements, in a timely and organized way.
- Maintain the cleanliness and condition of park facilities and equipment, including floors, stage areas, walls, and electrical components.
- Perform post-event cleanup, including garbage and recycling removal, wiping down surfaces, and routine sweeping or power washing.

Flower Baskets Maintenance

- Water hanging flower baskets throughout the downtown district
- Complete assigned 4-hour watering shifts
- Morning shifts (May–October): between 7:00 AM – 11:30 AM
- Evening shifts (late June–September): between 5:00 PM – 9:30 PM

- Assist with seasonal tasks such as basket installation in May and periodic deadheading

Downtown Boulevard Banner Installation

- Assist with monthly and bi-monthly banner installations, change-outs, and basic repairs.

Required Qualifications:

- Ability to work independently with minimal supervision
- Reliable access to a personal cell phone for team communication
- Strong responsiveness to calls and texts during work hours
- Ability to work outdoors for the majority of the job (95%+ of the time)
- Positive attitude and commitment to customer service
- Strong interpersonal and communication skills
- Ability to lift to 100 pounds and work comfortably at heights

Position Perks

- Free downtown parking during shifts
- Opportunity to work outdoors during Missoula's most vibrant seasons
- Hands-on role contributing to the look and feel of downtown
- High level of interaction with the Missoula community and local stakeholders

Have any questions? Email Jake Treece at info@missouladowntown.com or call (406) 543-4238.