

Battery Park City Authority

A City within a City

The Hugh L. Carey Battery Park City Authority is a New York State public benefit corporation whose mission is to plan, create, coordinate, and sustain a balanced community of commercial, residential, retail, and park space within its designated 92-acre site on the lower west side of Manhattan. There is a recognition that, as development of new parcels is completed, the importance of maintenance within the mission will become more significant.



Come Grow with US!

Great Community!

Great Benefits!

Great Work Culture!

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|--------------------|---------------------------------------|
| Job Title: | Seasonal Production Assistant |
| Job Status: | Seasonal |
| Salary: | \$25-\$30 per hour |
| Department: | Parks Programming |
| Location: | 75 Battery, New York, NY 10281 |

POSITION SUMMARY:

The Seasonal Production Assistant (PA) is an essential part of a team that is tasked with setting up and striking of all BPCA live events taking place throughout the parks. The events include music, dance, and theater performances of varying scales. The PA will be fully immersed in event day preparations that may include sound checks, artist's services and audience engagement. Previous experience in event production, theater production, performance venue and festival support, and production assistance is highly preferred.

200 Liberty Street, 24th floor, New York, NY 10281

www.bpca.ny.gov

Hours will fluctuate up to 15 hours per week depending on the scheduled programs and events. Required availability for Thursday & Friday afternoons/evenings and Saturdays as needed. This is a seasonal position, starting on April 15 and ending on Oct. 31.

Sample Schedule: W: 9am – 12pm, Th: 1pm – 9pm, F: 6pm-9pm, occasional Sat + additional hours as available

Essential Duties:

- Lifting, organizing event equipment such as chairs, tables, tents, umbrellas, metal barriers, sound equipment
- Set up/strike/clean up event areas, stages, green room, storage spaces
- Provide assistance to performing artists and their crew
- Usher and engage audiences
- Communicate with security team when necessary
- Communicate with BPC Maintenance and Horticulture departments when necessary
- Provide notes for event report at end of events and programs
- Assisting in other event preparations and requirements as needed
- Provide information to park visitors about all Parks Programming offerings, horticulture and maintenance practices as well as general BPCA history and overall philosophy

Education and Experience:

Previous experience in event production, theater production, performance venue & festival support, production assistance is highly preferred. Enthusiast of the arts, music and performance. A team player with a high sense of emotional intelligence and compassion to gauge the needs and interests of all members of the community; including children and adults of different ages, abilities and cultural backgrounds.

Physical Requirements:

- Willing to work in all outdoor weather conditions.
- Ability to lift and carry 35+ lbs.
- Valid driver's license strongly preferred.

Competencies:

- Collaboration, Fun Loving & Inclusive, Professionalism and Ethics, Effective Listener and Empathy, Team Building
- Arts and Culture, Event production

[Apply](#)

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. All people with disabilities are encouraged to apply.