SEASONAL PROGRAMMING ASSISTANT

POSITION SUMMARY

The seasonal position helps support the Marketing and Events Director to plan and to execute events in at Dickinson Legacy Square including, but not limited to, concerts, festivals, holiday events, community events, and other programming. This position may also be responsible for basic grounds keeping duties as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with set-up and clean-up of special events equipment including tables, chairs, tents, signage, and other equipment.
- Provides administrative support to the Marketing and Events Director, Marketing and Events Coordinator, and other staff as needed.
- Assists with implementation of special events.
- Monitors events during weekend and evening hours.
- Assists with social media posting and basic marketing tasks.
- Assists with updated website event calendars.
- Assists with loading and unloading of equipment for events.
- Supports hands-on activities and programming at events.
- Helps maintain special events warehouse and inventory.
- Provides exemplary customer service when interacting with event attendees.
- Runs errands and makes deliveries as required.
- Performs related tasks as required.

Knowledge, Skills, and Abilities (position requirements at entry)**:**

- Strong written and verbal communication skills.
- High level of organization and attention to detail.
- Comfort with multi-tasking in a deadline-driven environment.
- Excellent time management skills.
- Ability to work independently or as a team and be a self-starter.
- Outgoing personality with strong interpersonal and social abilities.
- Skilled with social media and search engines.
- Demonstrated problem solving and critical thinking skills.
- Demonstrates a professional, respectful approach to customer service.

QUALIFICATIONS

Education and Experience:

- High School Diploma or General Equivalency Diploma (G.E.D.) required upon hire.
- Six months of related experience desired;
- Or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License

SEASONAL PROGRAMMING ASSISTANT

- Minimum Age Requirement of 21

WORKING CONDITIONS

- While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel.
- The employee is frequently required to walk and reach with hands and arms.
- The employee is occasionally required to stand and stoop, kneel, and crouch. May spend long hours walking or standing.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.
- While performing the duties of this job, the employee is regularly exposed to outside weather conditions that may be adverse and extreme (heat, humidity, cold, rain, etc.).
- The employee is frequently exposed to noise, dust, fumes, airborne particles, uneven surfaces, heights, and stressful situations. The noise level in the work environment is usually moderate to loud.
- Work related travel is minimal, but expectations may vary depending on programming and artist needs.

Classification: Grade 11 (G-11)
FLSA: Non-Exempt
Employment Type: Seasonal, non-benefit
Approved by City Commission: 02/07/2023
Updated: 3/12/2024 by Joel Walters & HR Nameniuk, 3/6/2025 by Mikhayla Bliss & HR Nameniuk. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.