



**NORTH
BROOKLYN
PARKS
ALLIANCE**

POSITION DESCRIPTION: Under the K Bridge Park Operations – Event Production Crew (2 Job Openings)

POSTED: February 16, 2024

APPLICATIONS DUE: March 18, 2024

Start Date: April 15, 2024

OVERVIEW

North Brooklyn Parks Alliance (NBKParks)—the non-profit conservancy for parks and open spaces in Greenpoint & Williamsburg—is currently seeking motivated and energetic individuals to join a dedicated team working together to ensure that Under the K Bridge Park (UTK) and other local green spaces are thriving for the benefit of all North Brooklyn communities. Founded in 2003 as the Open Space Alliance, the North Brooklyn Parks Alliance’s mission is to create an equitable, accessible, and vibrant parks system in North Brooklyn.

POSITION SUMMARY

Under the K Bridge Park Event Production Crew is a new seasonal position integral to shaping the future of events in this innovative public space operated by NBKParks in North Brooklyn’s Industrial Business Zone. Under the K Bridge Park (UTK) is a 7-acre park under the Kosciuszko Bridge that opened in 2021. This role will support all aspects of UTK’s events, including concerts and community programming. A successful candidate for this role is able to work effectively under pressure, can multi-task and problem solve in real time, and maintain effective working relationships with our crew, production partners, neighboring businesses, and other stakeholders. This role will work closely with the Deputy Director and will report directly to the Assistant Director of Operations.

RESPONSIBILITIES

- Participate in all aspects of day-of-event preparation and breakdown, including but not limited to loading/unloading delivery trucks, moving barricades, physically setting up site plans, transporting trash to proper disposal area, and replenishing supplies
- Follow Run of Shows and ensure tasks are completed on deadline
- Liaise with internal teams and assist with tasks where needed
- Serve as point-of-contact during all event activities including set-up, during the event, and breakdown; act as a runner, distributing messages or items within the production crew and vendors

- Escort talent and crew around the park during events
- Ensure that NBK Parks standards and rules are adhered to by event vendors and production teams; report irregularities, discrepancies, and safety or damage concerns promptly to supervisor
- Ensure production teams follow all traffic/parking rules within the Industrial Business Zone (IBZ), limiting the impact on surrounding businesses and residents
- Interact with event guests and conduct crowd control as needed by placing signage, redirecting visitors away from closed parcels, etc
- Perform minor administrative work, such as submitting event reports to document event details, issues or park damage, etc.
- Operate power tools and equipment including power washers, leaf blowers, snow blowers, etc.
- Ensure the safe use of all equipment used by grounds teams
- Safely operate NBK Parks vehicles, including pickup trucks, box trucks, and off-road vehicles

QUALIFICATIONS

- Experience as an event production assistant and/or demonstrated passion for the event production industry; knowledge of event production terminology a plus
- Minimum of 2-3 years of demonstrated successful experience in an operational and/or technical capacity
- Able to perform physical labor during a full shift including the ability to lift 50lbs, frequent bending and squatting, standing/walking for extended periods, etc.
- Able to work in all weather conditions including cold/hot temperatures, rain, wind, and snow
- Must be able to work an events based schedule including working weekends and nights as needed based on scheduled events
- Effective interpersonal, communication (oral and written), organizational, and problem-solving skills
- Able to work in a dynamic and fast-changing work environment; flexible and willing to adjust to situations as they occur
- Strong attention to detail and a commitment to quality work
- Basic computer skills and ability to work with all necessary software including, G-Suite programs, Whatsapp, Homebase Payroll, Monday.com, Apple/Mac iOS
- Can document work and ideas with hand illustrations, photo, and video documentation
- Able to work in Photoshop or InDesign or create detailed maps, a plus
- Experience using heavy machinery including skid steers and fork lifts, a plus
- Must have a smartphone
- Must have a valid New York driver's license during employment



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COMPENSATION AND HOURS

This is a seasonal position from April 15 - November 1. The position requires a varied schedule, including days, evenings, nights, and weekends. Staff should expect to work Saturdays and Sundays. Includes approx. 30 hours of work/week at \$21/hour.

TO APPLY

Qualified candidates should submit a cover letter and resume (as one PDF document) via email with "2024 EVENT CREW" as the subject line to info@nbkparks.org. We will contact only those individuals whose applications are being considered.

ABOUT NBKParks

North Brooklyn Parks Alliance's (NBKParks), formerly known as Open Space Alliance, was founded 20 years ago in 2003. The organization is dedicated to fostering a vibrant and equitable network of parks and open spaces in Greenpoint and Williamsburg. nbkparks.org / [@nbkparks](https://www.instagram.com/nbkparks)

ABOUT UNDER THE K

Under the K Bridge Park is located under the Kosciuszko Bridge in Greenpoint, Brooklyn. When Under the K opened in 2021, it transformed seven acres of formerly underutilized land in Greenpoint's Industrial Business Zone into a space where culture and nature can thrive together. The park is programmed and maintained by the North Brooklyn Parks Alliance through an agreement with the New York State Department of Transportation. [@underthek](https://www.instagram.com/underthek)

North Brooklyn Parks Alliance is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. NBKParks is committed to building a culturally diverse community and strongly encourages applications from candidates from underrepresented communities.