



## **SPECIAL EVENTS STAFF LEAD (PT)**

Upper Merion Township, located in King of Prussia, PA is looking for a part-time highly motivated **Special Events Staff Lead** reporting directly to the **Marketing & Special Events Manager**. The successful candidate must be a detail oriented, energetic self-starter possessing excellent interpersonal skills with ability to manage multiple projects simultaneously under deadline. Duties include (but not limited to):

- Working closely with Marketing and Special Events Manager coordinating logistics of setup, running, and breakdown activities for special events which involve long, demanding hours working outdoors.
- Implementing event plan involving pre-event and post event placement/retrieval of signage (yard signs, posters) around the community, distributing flyers in the community, hanging banners.
- Performing inventory check, make purchases, pick up donations, and transport event equipment (tables, chairs, tents, cones, etc.) as needed at the direction of the Marketing Manager.
- Event day presence including early morning event setup, event day on site, and post-event breakdown of aforementioned event equipment and transporting materials to storage.
- Performs event day fee and donation collection, counting and deposit.
- Implements site setup using event layouts and checklists.
- On-site communication and coordination of rental vendors (rides, inflatables, port-a-potty units, concert staging, tent rentals, etc.).
- Coordinate pre-event and event day traffic and parking direction, support set-up and take-down of street closure cones and signage. Monitor parking flow, vehicle flow and ensuring clear communication and vehicle coordination with staff parking attendants.
- Event day coordination with vendors and entertainers to secure event registration, direct vendors to assigned site per event layout, collect vendor fees, etc.
- Support Summer Sunday Concert and Fourth of July pre-event beer garden setup, support stage and lighting setup and equipment loadout, and post-concert stage breakdown and equipment load-in. Support band setup, food order and pickup, oversee concert staff beer garden setup, breakdown, storage, oversee staff support AV team with equipment setup and breakdown of all concerts.

### **Requirements:**

- Available to work scheduled weekend/holiday events (Summer Concert Series, Beer Garden, Fourth of July, Earth Day, Fall Festival, Holiday Festival).
- Job requires working outdoors in all weather conditions, long hours on event day.
- Must be at least 18 years of age
- Must possess a valid driver's license.

### **How to Apply:**

- For immediate consideration, applicants should complete an employment application by visiting [https://www.umtownship.org/?wpfb\\_dl=3158](https://www.umtownship.org/?wpfb_dl=3158) and submit the **full job application, cover letter and resume** via email to: [hr@umtownship.org](mailto:hr@umtownship.org). Applications will be accepted until position is filled.

**Equal Opportunity Employer**