



POSITION DESCRIPTION:

Special Event Crew

The High Line is a new public open space on a disused, elevated rail structure on the west side of Manhattan. Built between 1929 and 1934 to carry rail freight, the High Line runs from Gansevoort Street to 34th Street. The High Line has been unused for freight transportation since 1980. It is now owned by the City of New York, under the jurisdiction of the NYC Department of Parks & Recreation (DPR). The High Line is managed by Friends of the High Line (FHL)— the City’s non-profit partner in the design, construction, and ongoing maintenance of the park, in collaboration with the Department of Parks & Recreation.

Job Description

The Special Event Crew members will be part-time, seasonal employees of Friends of the High Line, and an integral part of FHL’s Food & Revenue team. This is an on-call position, often with overnight hours. Work is dependent upon event schedule, with approximately 9-36 work hours per month. Reporting to the Special Event Captain, the crew is responsible for the on-site execution of special events on the High Line.

Primary tasks

- Working closely with the Special Event Captain, FHL’s venue management team, and Skylight Group, FHL’s venue management partner, the Special Event Crew will execute event tasks throughout the event lifecycle, including but not limited to: preparation of the event site, cleaning, removing trash, moving park furniture and barricades, posting and removing signage, elevator operation, entry management, and resetting the space after the event;
- Interact with park visitors before and during the event, communicate talking points, ensure the space remains closed to the public, and answer questions;
- Ensure that High Line standards and rules are adhered to by production teams;
- Take notes during shift regarding any issues and recommendations for improvement, documenting any park damage, and submit to Special Event Captain at the close of each shift.

Qualifications

- Candidate should have experience in facility maintenance and cleaning procedures, event experience is a plus;
- Excellent verbal communication skills;
- Able to diplomatically interact with all levels of staff, management, event vendors, and park visitors;
- Able to work independently and demonstrate sound judgment;
- Ability to work outside in all weather situations;
- Able to work overtime, overnight, weekends, and holidays as needed;
- Ability to lift 25 pounds;
- Must be a team-player, willing to collaborate on any and all tasks required for maintaining the highest standards of park operations;
- Valid NY state driver’s license strongly preferred.

To Apply

Please submit your cover letter and resume to jobs@thehighline.org. Only those whose applications are being considered will be contacted. No phone calls.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.