



## Public Space Assistant

### Overview

Over a decade in the making, Waterfront Seattle fulfills the public's vision: beautiful public spaces for all, a salmon-friendly seawall, and year-round activities for culture, education, and fun. Our future waterfront will be a lively mixing ground for our community while also nurturing our near-shore environment. Friends of Waterfront Seattle is the city's nonprofit partner, helping to build, steward, and program the park – today and into the future.

Friends is seeking friendly, energetic, and engaging individuals to work with us as a Public Space Assistant. This position is a part-time, temporary, seasonal position from June through September.

For the fifth year of the park program pilot project, Hot Spot, Friends will present regular summer programming at Pier 58 including live music, art installations, dance performances, a pop-up soccer pitch, and other events and activities showcasing the diverse creative talent of Seattle. Hot Spot events are free and open to the public and will be scheduled Saturdays and Sundays during the summer, both in evening and daytime hours.

### Responsibilities & Details

- Event support including overseeing set up and take down of Hot Spot events and activations, assisting performers, artists, and other production staff as needed
- Interaction with the public including answering questions, giving directions, assisting with activities, welcoming visitors to Hot Spot, showing enthusiasm for programming, informing people about Waterfront Seattle, promoting Hot Spot events and programs, orienting visitors to the Friends of Waterfront Seattle project information center (Waterfront Space), and serving as MC and making stage announcements as needed
- Collect data about trends, feedback, and user counts
- Occasional special projects as assigned such as: production of reports, written content for event promotion, social media content, graphics, and other tasks based on interest and experience
- Visitor Relations and Community Outreach at Pier 58 and Waterfront Space including planning and assisting with events and activities in Waterfront Space
- The Public Space Activation Assistant, like all members of the Friends team, will demonstrate a willingness to work on multi-disciplinary projects. Friends seeks qualified applicants with a "do all jobs" mentality.

### Qualifications

- Passion for parks and public space with relevant area interest and knowledge such as: community engagement, communications, urban studies, architecture and landscape architecture, event planning, tourism
- Interest in and willingness to learn about Seattle's waterfront project is required
- Some experience in public engagement, event support, customer service or public space activation is required



## Public Space Assistant

- Must be willing to work outside in varying weather conditions, also evenings and weekends
- Existing relationships with diverse Seattle communities preferred
- Some college-level education in relevant fields preferred

### Skills

- A proactive mindset and an eagerness to learn, with and without the help of others
- A love of detail, organization and clear communication
- Must be comfortable talking to large and small crowds
- Knowledge of Microsoft Office Suite, Wordpress, Salesforce, and Adobe Creative Suite preferred
- Experience with social media and event photography a plus.

### Organizational Values

Friends is an ambitious organization that welcomes diverse, qualified team members who, like all members of the Friends team, possess a “do all jobs” mentality and strive to achieve excellence in all tasks. Friends offers team members the opportunity to take on significant responsibilities on multi-disciplinary projects in a congenial work environment. While Friends is a 501c3 organization, Friends’ culture is more akin to a start-up with an entrepreneurial spirit than a traditional non-profit. Friends is committed to an inclusive, diverse, multicultural atmosphere that we envision for the future Waterfront Park. Friends seeks to employ and engage all communities and cultures including people of color, those with disabilities, and members of the LGBTQ community, and to create an environment where everyone feels valued.

### Details

- \$15/hour
- Evenings and weekends required, part-time hours July through September
- Temporary, seasonal position

### To Apply

Please email a PDF including cover letter and resume to: [Jordan@friendsofwaterfrontseattle.org](mailto:Jordan@friendsofwaterfrontseattle.org) by **Friday, May 3** and include “Public Space Assistant + [Your Name]” in the subject line. Applications will be reviewed on a rolling basis. Thank you!