



PHILADELPHIA PARKS & RECREATION

Seasonal Movie Night Assistants for Philly Parks & Recreation

Philadelphia Parks & Recreation (PPR) is seeking Movie Night Program Assistants to support coordination of outdoor Movie Night programming at various Philly parks and rec centers for its 2018 season. The Movie Night Program brings outdoor screenings to PPR sites citywide, by bringing a screen, projection, and audio equipment for public film showings at select sites.

Principal Job Duties

- Deliver all needed equipment via PPR-provided vehicle to each movie location
- Unload/setup 30' inflatable screen, speakers, projection equipment, and safety perimeter area, at least 1 hour prior to movie's start time. Safely connect electrical equipment to generator/electrical source.
- Interact positively with the public prior to screening, and distribute PPR information at table during movie
- Remain by the projection equipment for duration of the movie screening, to troubleshoot any technical issues and ensure safe public interaction with all equipment
- At conclusion of movie, break down equipment, pack up vehicle, and assist PPR staff with final needs
- Organize outreach with facility staff and community partners; liaise with police and political representatives when required.
- Assist with communications, outreach, and logistics of Movie Night events
- Other duties as assigned by Movie Night Program Manager

Skills/Qualifications

- Familiarity with AV equipment, ability to troubleshoot basic projector & speaker equipment functionality
- Possess excellent communication skills, both via phone and in-person
- Prior experience working in economically and socially diverse communities
- Experience with event planning, and coordinating with community members and volunteers
- Ability to work outdoors 3-4 nights per week, under all possible weather conditions (heat, humidity, rain)
- Possess a valid driver's license in good standing, and willingness to travel to sites citywide
- Ability to lift 50lbs and perform physical work of unloading, setup, breakdown, and re-loading

Duration/Compensation

- 5 month position, June through end of October
- \$12/hour, 25 up to 37.5 hours per week, may vary weekly

Candidates should email a resume and cover letter to:

Andrew Emma, Movie Night Program Manager

andrew.emma@phila.gov

Interviews for qualifying candidates will be conducted on a continual basis.