

Position Description

Job Title:	RSI – Movie Night Program Assistant	Revision Date:	3/14/19
Department:	Philadelphia Parks & Recreation	Hiring Manager:	Andrew Emma
Hourly Rate:	\$14/hour	Application deadline:	March 15, 2019
Position Type	Temporary/Seasonal Employment; Five (5) Months in Duration (May 31-Oct 26)		

Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

Philadelphia Parks & Recreation (PPR) advances the prosperity of the city and the progress of her people through intentional and sustained stewardship of over 10,200 acres of public land and waterways as well as through hundreds of safe, stimulating recreation, environmental, and cultural centers. PPR promotes the well-being and growth of the City's residents by connecting them to the natural world around them, to each other, and to fun, physical, and social opportunities. PPR is responsible for the upkeep of historically significant Philadelphia events and specialty venues, and works collaboratively with communities and organizations in leading capital projects and the introduction of inventive programming. To learn more about Philadelphia Parks & Recreation, visit us at www.phila.gov/parksandrec, and follow @philaparkandrec on Facebook, Twitter, Instagram, or Tumblr.

Position Summary

The Recreation Specialty Instructor will serve as a Movie Night Program Assistant to support of outdoor Movie Night programming by bringing a screen, projection, and audio equipment for public film showings at select sites. The Movie Night Program brings outdoor screenings to various parks and recreation centers citywide giving citizens and opportunity to enjoy an outdoor movie-watching experiences with community members, friends, and family.



Responsibilities

- Deliver all needed equipment via a department-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
- 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.
- Create written summaries of all Movie Nights, including photos, event details, etc.
- Other related duties as assigned

Competencies, Knowledge, Skills and Abilities

- Familiarity with AV equipment, ability to troubleshoot basic projector & speaker equipment functionality
- Excellent communication skills, both via phone and in-person
- Ability to work outdoors 2-3 nights per week (including all or most Fri & Sat nights May 31-Oct 26)
- Work in varying weather conditions (heat/humidity, rain, wind)
- 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

Qualifications (Education and Experience)

- High School Diploma or Equivalency; Bachelor's Degree preferred
- Experience with event planning and setup,
- Experience coordinating with community members and volunteers
- Prior experience working in economically and socially diverse communities and community groups

Additional Information

- Successful candidates must be a city of Philadelphia resident as a condition of employment.
- Interested candidates must submit a resume and cover letter to Andrew.Emma@phila.gov
- The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>