



Seasonal Part-Time Events Assistant

JOB DESCRIPTION

The Navy Yard BID is seeking a Seasonal Part-Time Events Assistant to support the BID's events and public programming. This seasonal team member will assist with the planning, preparation, set-up, execution, and breakdown of events and activations throughout the district. **This role primarily supports events held on Thursdays, evenings, and weekends, though schedules may vary based on event needs and require flexible availability. This position will be required to work no more than 15 hours per week.**

The ideal candidate is energetic, organized, dependable, and comfortable working in a fast-paced public environment. They should have excellent communication and customer-service skills, enjoy interacting with diverse audiences, and take pride in helping create safe, welcoming, and well-executed community events.

Responsibilities

- Serve as on-site support for the coordination and execution of BID events, programs, and public-space activations.
- Assist with event set-up and breakdown, including tents, tables, chairs, signage, equipment, décor, and other event materials.
- Help prepare event sites, work with the BID's clean team and ensure that spaces are clean, organized, accessible, and ready for the public.
- Help assist as a welcoming and knowledgeable point of contact for event attendees, vendors, performers, community partners, businesses, and other stakeholders.
- Communicate clearly and professionally with a wide range of constituents and respond to questions, requests, and day-of-event needs.
- Anticipate operational needs and assist with troubleshooting issues that arise during events.
- Coordinate with vendors, contractors, performers, volunteers, and other event partners as directed by BID staff.
- Assist with vendor check-in, load-in/load-out, deliveries, and event-day logistics.
- Follow event site plans, schedules, run-of-show documents, safety procedures, and other event protocols.
- Assist with maintaining event equipment, supplies, and inventory.
- Support event permitting and logistical requirements, including coordination with relevant District agencies and partners as directed by BID staff.
- Participate in event preparation meetings and post-event debriefs.
- Assist with documenting attendance, operational observations, and other event information.
- Help maintain event checklists, site plans, call sheets, and other operational documents.
- Represent the Navy Yard BID in a professional, friendly, and service-oriented manner.

- Perform other duties as assigned.

Qualifications

- Prior experience in event production, event operations, hospitality, community programming, customer service, or a related field preferred.
- Excellent verbal and written communication skills.
- Strong customer-service and interpersonal skills.
- Ability to remain calm, flexible, and solutions-oriented in a fast-paced event environment.
- Highly organized and dependable, with strong attention to detail.
- Comfortable interacting with the public, vendors, contractors, community partners, and colleagues.
- Ability to work independently while also functioning effectively as part of a team.
- Ability to work outdoors in a variety of weather conditions.
- Ability to work a flexible schedule based on programming needs, including early mornings, evenings, weekends, and holidays.
- Ability to safely lift, carry, and move event materials and equipment weighing up to 50 pounds.
- Familiarity with Microsoft 365 and Zoho preferred.
- Some college coursework or equivalent professional experience preferred.
- A genuine interest in community events, public spaces, and creating positive experiences for residents, workers, businesses, and visitors.

How to Apply:

Please email your information and resume to info@navyyarddc.org with the subject line: *Navy Yard BID PT Events Coordinator*.

ABOUT THE BID

The Navy Yard BID is a 501©(6) nonprofit organization in Washington, DC that provides place management services to assist in creating a neighborhood that is clean, safe, accessible, unique, friendly, and vibrant. The BID actively collaborates and forms partnerships to achieve the vision for the 500-acre Navy Yard neighborhood and supports the development of the neighborhood as a new downtown along the Anacostia River in Washington, DC. In support of this mission, the BID provided the following services: clean teams and hospitality ambassadors; economic development and business attraction; transportation analysis and advocacy; marketing, branding, and public relations initiatives; community-building events like concerts, movies, and other signature programming; park maintenance and other public realm improvements; and real estate market research and analysis. More information is available at www.navyyarddc.org.

ABOUT THE NEIGHBORHOOD

The Navy Yard neighborhood is home to two professional sports stadiums—Nationals Park and Audi Field, the US DOT headquarters office building, 10 acres of new city parks including the award-winning Yards Park and Canal Park, over 26 million SF of new development, 42,000 employees, and 23,000 residents. At build-out the neighborhood will achieve over 37.5 million SF of new, mixed-use, high-density development. Navy Yard is located on Metro's Green Line and is served by the Navy Yard/Ballpark Metro station.