



Sunday Streets Phoenix Day Production Assistants

Livable City is San Francisco's urban land use policy and advocacy nonprofit. The organization works to create a San Francisco of great streets and complete neighborhoods, where walking, bicycling, and transit are the best choices for most trips, where public spaces are beautiful, well-designed, and well-maintained, and where housing is more plentiful and more affordable.

Livable City also runs a number of programs, including Sunday Streets and Play Streets. These programs bring communities together, promoting healthy living and active transportation to create vibrant, healthy, connected communities across the city through the format of car-free streets.

Livable City has six dedicated full-time staff, augmented by passionate interns and hundreds of annual volunteers.

Position Overview

Livable City is seeking to fill several Production Assistant positions for Sunday Streets Phoenix Day on October 17th, 2021 to support volunteer, exhibitor, and route management.

This is a contract position to engage non-exempt employees for the production of Sunday Streets Phoenix Day with required attendance to at least 1 virtual and 1 in-person training sessions before event day.

Production Assistant position pays \$17-2/hour DOE.

Event Production Responsibilities

- Assist with setup/breakdown/supervision of volunteer and exhibitor check-in stations
- Assist with exhibitor equipment setup/breakdown (tents, tables, chairs)
- Assist with route setup/breakdown (barricades, signage)
- Assist with training and supervising volunteers
- Support production managers to ensure a safe, timely, and effective setup/breakdown of the route and exhibitor booths
- Ensure a positive experience for all attendees, volunteers, and exhibitors

Requirements

- Ability to attend all training sessions and Sunday Streets Phoenix Day (schedule listed below)
- Experience in event production (1 year minimum)
- Capable of physically demanding work; ability to stand for more than 4 hours and lift 50 lbs or more
- Friendly, customer-service attitude
- Self-motivated with an ability to work independently and in teams
- Ability to work effectively with a wide variety of individuals, including volunteers, staff, partners, and members of the public

Required Availability



All Phoenix Day staff must also be available between 7am-8pm on October 17th, 2021 and attend at 1 least virtual and one in-person training session before event day.

Training Schedule

- Virtual Training: Thursday, Sept 30th, 5:00-6:30pm
- Virtual Training: Wednesday, October 6th, 6:00-7:30pm
- Virtual Training: Friday, October 8th, 6:00-7:30pm
- Virtual Training: Saturday, October 9th, 7:00-8:30pm
- In-person Training: Thursday, October 7th, 5:00-8:00pm
- In-person Training: Tuesday, October 12th, 5:00-8:00pm
- In-person Training: Saturday, October 16th, 10:00-1:00pm

Highly Desired

- Familiarity with the goals and vision of Sunday Streets
- Valid CA Drivers' License (1 year minimum)
- Bilingual (particularly Spanish, Tagalog or Cantonese)
- A resident of one of the following neighborhoods: Mission, Excelsior, Tenderloin, Bayview/Hunters Point, Mission Bay, Dogpatch, SoMa, Western Addition, and Sunset

Equal Opportunity Employment

Livable City is an equal opportunity employer. People of color and individuals from diverse backgrounds are encouraged to apply. Livable City does not discriminate on the basis of race, color, national origin, ethnic background, religion, sex, sexual orientation, age or disability.

To apply

Submit a resume to HR@livablecity.org with the subject line "Exhibitor Manager" and complete the supplemental application at [SundayStreetsSF.com/jobs-internships](https://www.sundaystreetsSF.com/jobs-internships). Complete applications will be reviewed on a rolling basis.