DOWNTOWN SPOKANE PARTNERSHIP
Seasonal Event Ambassador
Job Description
Reports To: Marketing and Programming Director
Effective: 2021

Position Overview

Responsible for overseeing seasonal activations in the downtown area. Has broad authority to assure the event is successful. Works closely with downtown staff, downtown businesses and event goers.

Considerable independent judgment is exercised creating a fun, engaging, and service-oriented atmosphere. The position requires a positive attitude and proactive approach. The primary role of this position is to provide information and assistance to citizens and visitors to the area.

Work is medium in nature but does require concentrated attention to prevent errors and is performed under normal working conditions.

Essential Functions

- Assures readiness of items needed for events. Performs set-up and tear down for events.
- Informs groups of the rules and safety precautions required in operating events.
- Ensures that spaces are left clean and in good working order.
- May assist with event planning.
- Attend and participate in meetings as necessary to support all program activities.
- Be knowledgeable of Spokane history, sites of interest, local businesses, recreation activities, current entertainment, social services and other information to assist and direct shoppers, visitors and others.
- Greet everyone with a friendly attitude and smile.
- Performs related work as assigned.
- Participates in event promotion through sharing via Downtown Spokane social media platforms and occasional photography.

Dress Code

- Event Ambassadors must wear provided uniform at all times while on duty.

Minimum Qualifications

Knowledge
- Ability to analyze problems and recommend or take appropriate action.
- Ability to express self clearly and concisely electronically, orally and in writing.

- Ability to establish and maintain effective relationships with facility users, contract services, downtown Spokane staff, and general public.
- Ability to communicate effectively with team members to ensure event success.

Skills

- Excellent interpersonal, written communication and presentation skills.
- Ability to direct resources in a diplomatic and skilled manner.
- Organized and detail oriented.

Physical Attributes

- Must be at least 18 years of age.
- Ability to communicate effectively via a variety of modes (phone, in person, small or large group meetings, etc).
- Will require morning, evening and/or weekend work as needed for various downtown related events/meetings.
- Travel within downtown required.
- Requires sitting and/or standing for long periods of time. Occasionally lifting/pulling/pushing up to 50 pounds.
- Must be able to regularly talk/hear via a variety of modes, as well as see and operate a computer.

Compensation

Wage: $15.00
Hours: 20-35 hours per week. Majority weekends and evenings.

Acknowledgement

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form
.

_____ _____
Employee's Signature *Date*

_____
Employee's Name (please print)