



POSITION DESCRIPTION

Seasonal On-Site Associate

Friends of the High Line (FHL) is the NYC Department of Parks & Recreation's non-profit partner working to ensure the park on the High Line is maintained as a great public place for all New Yorkers and visitors to enjoy. In addition to overseeing the maintenance, operations, and public programming for the High Line, FHL is currently working to raise the essential private funding necessary to maintain and operate the park, complete the High Line's construction, and create an endowment for its future operations.

Seasonal On-Site Associates will staff FHL's membership and information kiosks and FHL's new merchandise kiosk on the High Line. Reporting to the On-Site Coordinator, the Associates will serve as the primary fundraising and sales team on the High Line. Responsibilities will include soliciting membership sales, selling High Line branded merchandise, fielding inquiries from park visitors, and executing varied and creative promotional activities.

This is a part-time, seasonal position that requires working outdoors Thursday through Sunday, from late April the month of October, depending on weather.

Primary tasks

- Encourage and solicit park visitors to support the High Line and FHL through membership;
- Encourage and solicit park visitors to purchase High Line merchandise;
- Educate park users on FHL's role, the High Line's annual funding needs, and the critical role that membership plays in supporting the park;
- Handle all membership all merchandise inquiries and transactions;
- Maintain detailed and accurate records of all transactions;
- Assist with the timely and efficient set-up and break down of the kiosks;
- Communicate with the appropriate FHL managers to resolve any issues or problems that arise during each shift.

Qualifications

The Seasonal On-Site Associates must be capable of carrying out a wide array of duties in a crowded public space. Ideal candidates are energetic, outgoing, and friendly with a background in sales, promotions, marketing and/or non-profit fundraising, and possess a keen eye for identifying the best opportunity for engaging a park visitor (membership, merchandise, etc.). We are looking for people who communicate well, are resourceful and respectful, and appreciate the value of the visitor's experience in the park. We have a special interest in candidates with a passion for sustainability, New York City history, public art, architecture, and/or horticulture. This position requires consistent weekend availability throughout the summer season. Candidates must have excellent oral communication skills, be able to work as a team member, enjoy interacting with the public, and possess the ability to interact with all levels of management and staff.

All candidates for seasonal positions must possess the ability to lift up to 50 pounds and be comfortable standing for the majority of their shift.

Please note that this is an outdoors sales job. In the event of inclement weather, shifts may be adjusted or cancelled.

To Apply

Please submit your cover letter and resume to seasonal@thehighline.org no later than Friday, March 9. Only those whose applications have been received by the due date and are being considered for the position will be contacted. No phone calls please.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.