

**EVENT ASSISTANT**  
(Special Events)

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general direction of the Director of Special Events, the incumbent facilitates obtaining/approving vendors (food, craft and/or other) at City of Albany primary sanctioned events such as First Night Albany, Albany Tulip Festival, Albany Alive at Five, Albany Riverfest and/or other particular special events sanctioned by the Mayor's Office for vendor facilitation. The incumbent maintains a file of vendors, obtains all related permits, and implements fee structures, applications, charts, maps and placement for vendors. Supervision of others is not typical of this class.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Receives solicitations by phone or mail from parties interested in vending at sanctioned City special events;
- Records and maintains a file of vendors;
- Designates admission openings at events;
- Implements fee structures, applications, charts, maps and placement of vendors;
- Organizes jury judging process (where applicable);
- Obtains Albany County Department of Health permits and all other related permits pertaining to vendors at pertinent festival(s);
- Supervises vendor set-ups and locations at all applicable events, including trouble shooting and maintaining City of Albany special event policy (i.e., rules and regulations);
- Facilitates coordination of event sponsors, volunteers, performers and logistics which includes pre- and post-production (i.e., administrative office duties), and on-site supervision at the event;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of office terminology, procedures and equipment;
- Ability to understand and follow oral and written instructions;
- Ability to maintain records in an organized manner;
- Ability to deal calmly and effectively with co-workers, volunteers and the public;
- Ability to work independently;
- Ability to establish and maintain effective working relationships with the public;
- Neatness;
- Tact and courtesy;

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- Resourcefulness;
- Reliability;
- Good judgment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from High School or possession of a high school equivalency diploma and two (2) years of paid experience working with festival-type events.

**SPECIAL REQUIREMENTS:**

This position requires an incumbent to work flexible hours including evenings, weekends and holidays as needed.

**SPECIAL NOTE:** A valid NYS Driver's License is required at the time of appointment and for the duration of employment.