



Special Events Laborer (Part-Time)

Upper Merion Township, located in King of Prussia, PA is looking for a part-time highly motivated ***Special Events Laborer*** who will report directly to the ***Marketing & Special Events Manager***. The successful candidate will be responsible for assisting in the successful operation of Special Events and Special Projects throughout Upper Merion Township. The ***Special Events Laborer*** will interact with the general public and handle issues in a positive and professional manner.

The duties of the ***Special Events Laborer*** include (but not limited to):

- Works closely with Marketing and Special Events Manager coordinating logistics of setup, running and breakdown activities for special events.
- Manages multiple projects simultaneously under deadlines.
- Implements event plans involving pre-event and post event placement and retrieval of signage (e.g., yard signs and posters) around the community, distributes flyers in the community, and hangs banners.
- Performs inventory checks, picks up donations, and transports event equipment (e.g., tables, chairs, tents, cones, etc.) as assigned.
- Maintains an Event Day presence starting in the early morning, and remains on site during the event and after the event for all necessary breakdown of equipment and transporting of equipment and materials to storage.
- Under the direction of the Special Events and Marketing Manager collects, counts and deposits fees and donations.
- Follows all collection and deposit procedures to ensure security and accurate record keeping by the Marketing and Special Events Manager.
- Communicates and coordinates with rental vendors on-site (e.g., rides, inflatables, port-a-potty units), concert staging, tent rentals).
- Coordinates with vendors and performers on Event Day to secure event registration, collects vendor fees, and directs vendors to assigned sites.
- Coordinates pre-event and event day traffic and parking direction, supports setup and takes down street closure cones and signage.
- Monitors parking flow, vehicle flow and communicates clearly with staff parking attendants.
- Supports summer Sunday Concerts and Fourth of July pre-event beer garden setup, stage support and lighting setup, equipment loadout, post-concert stage breakdown, equipment load-in.
- Supports band setup, food order and pickup, oversees concert and beer garden setup, breakdown, and storage.
- Oversees staff support team with equipment setup and breakdown of all concerts.

Minimum Qualifications:

- Must be 18 years or older.
- CPR/First Aid certified or ability to obtain certification
- Must be flexible and available to work evenings/weekends and long hours on event days.
- Must work outdoors in all weather conditions.
- Must possess and maintain a valid driver's license. Will use company vehicles as required and will be subject to random drug testing.

How to Apply:

- For immediate consideration, applicants should complete an employment application by visiting https://www.umtownship.org/?wpfb_dl=3158 and submit the **full job application, cover letter and resume** via email to: hr@umtownship.org. **Applications will be accepted until positions are filled.**

Equal Opportunity Employer