

Destination Rapid City DBA Main Street Square

Job Description



Job Title: Seasonal Associate
Status: Part-Time Seasonal
Salary: 10.00 hourly
Reports to: Events Coordinator and/or Operations Manager

OVERVIEW

Assist in facilitation of events and operational services for Main Street Square and Downtown Rapid City. These duties include but are not limited to event setups and teardowns, execution of events at Main Street Square, and Downtown beautification efforts such as watering flowers and trash removal.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist visitors, answer questions, and serve as a representative for Downtown Rapid City, Main Street Square, and the Black Hills area
- Take payments for goods or services while following cash and credit handling procedures
- Work with a checklist to ensure duties are completed
- Verify identification for patrons in the beverage garden, following CAST training procedures
- Follow and implement policies and procedures, ensuring the safety of visitors
- Aide in the execution of events, including serving food and beverages or selling tickets
- Restock inventory and ice in the beverage garden
- Responsible for beautification of Downtown and Main Street Square, which may include watering flowers, cleaning the grounds, or other general maintenance duties
- Work with supervisor on following event timeline to ensure logistics are accomplished on schedule, including setup and teardown of equipment or vendor load in and load out
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Must be 18 years or older
 - Customer service experience preferred
 - Strong knowledge, or willing to learn, about Downtown Rapid City and the Black Hills area
 - Positive attitude toward visitors, co-workers, and supervisor
 - Ability to thrive in a fast-paced environment while providing exceptional service
 - Ability to multi-task and communicate effectively
 - Willing to work outdoors primarily and indoors as needed
 - Be willing to work flexible hours, including days, nights, and/or weekends
 - Dedicated to having fun with responsibility
 - Physical Requirement: Be able to stand for long durations, as needed; must be able to lift and carry objects up to 50 pounds
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TO APPLY

Send your resume to the address below or email it to lori@destinationrapidcity.com.

Destination Rapid City and Main Street Square
512 Main Street, Ste. 980
Rapid City, SD 57701

Destination Rapid City and Main Street Square are equal opportunity employers.