

**Position:** Duluth Event Patron Liaison  
**Job Status:** Temporary/Seasonal Part-Time  
**Rate of Pay:** \$40.00 Per Hour

### **JOB SUMMARY**

This position provides support to Duluth Event staff by interacting with visitors and patrons attending events in city owned spaces in downtown Duluth. Such city sponsored events include Fridays N Duluth, concerts, town green movies, and other events as needed. Duties include monitoring specific area such as Parsons Alley, Taylor Park, Town Green Tiers and other city owned assets. Duties also include providing information to visitors throughout downtown Duluth. Duties and duty stations will be coordinated with event staff, helping ensure the enjoyment of all spaces downtown, providing information to visitors regarding facilities, and informing event staff of issues needing attention during the duration of the events.

### **DUTY HOURS**

The Duluth Event Patron Liaison is expected to be available on weekday shifts from 2:00 p.m. until 8:00 p.m. The position is seasonal on as needed basis.

### **ESSENTIAL JOB FUNCTIONS**

Be present during set up for event and assist in deploying tents, cones, barricades at duty stations.

Be clearly visible and identifiable as a Duluth Event Patron Liaison.

Provide information to patrons regarding facilities and general information about downtown Duluth.

Direct patrons to Duluth Event staff if needed. Direct patrons to Duluth Public Safety officers if needed.

Respond to needs of Duluth Event staff as directed.

Move to locations as needed by Duluth Event Staff during event.

Monitor use of public assets.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a High School Diploma or equivalent, or equivalent combination of education and experience.

**Special Qualifications:**

Enjoy interacting with people in an event setting.

**PHYSICAL DEMANDS**

The work is light which requires exerting up to 20 pounds of force to move cones, plastic barricades, and light weight curb signs.

Occasional riding in city golf cart, city mule, or city car to move from station to station.

Communicate with staff by phone, txt, voice.

Frequent walking and standing.

**WORK ENVIRONMENT**

Work is performed in an outdoor setting.

Work is performed around activities such as musical performances, art activities, vendor tents, and large crowds.

**CONTACT Chris McGahee (City of Duluth Economic Development Director) for more details 770 372-4033 or [cmcgahee@duluthga.net](mailto:cmcgahee@duluthga.net)**