



Sunday Streets Event Manager

Livable City is San Francisco's urban land use policy and advocacy nonprofit. The organization works to create a San Francisco of great streets and complete neighborhoods, where walking, bicycling, and transit are the best choices for most trips, where public spaces are beautiful, well-designed, and well-maintained, and where housing is more plentiful and more affordable.

Livable City also runs a number of programs, including Sunday Streets and Play Streets. These programs bring communities together, promoting healthy living and active transportation to create vibrant, healthy, connected communities across the city through the format of car-free streets.

Livable City has six dedicated full-time staff, augmented by passionate interns and hundreds of annual volunteers.

Position Overview

Livable City is hiring 10 Sunday Streets Event Managers to support event production during the 2020 Sunday Streets season.

This is a part-time, temporary position from February 2020 through October 2020 with a minimum commitment of 6 events and 1 mandatory training session.

The Event Manager position pays \$20/training hour and \$35/shift hour.

Event Production Responsibilities

- Assist with event preparation, including equipment packing and loading
- Direct event-day setup and/or breakdown of programming
- Manage 3rd party vendors and partners
- Supervise event-day staff and volunteers

Requirements

- Ability to attend 1 training session and a minimum of 6 Sunday Streets events (schedule listed below)
- Proven experience leading teams
- Experience in event production (1 year minimum)
- Capable of physically demanding work; ability to stand for more than 4 hours and lift 50 lbs or more
- Friendly, customer-service attitude
- Self-motivated with an ability to work independently and in teams
- Ability to work effectively with a wide variety of individuals, including volunteers, staff, partners, and members of the public

Highly Desired

- Familiarity with the goals and vision of Sunday Streets
- Valid CA Drivers' License (for at least 1 year)
- Bilingual (particularly Spanish, Tagalog or Cantonese)
- A resident of one of the following neighborhoods: Mission, Excelsior, Tenderloin, Bayview/Hunters Point, Mission Bay, Dogpatch, SoMa, Western Addition, and Sunset



Sunday Streets 2020 Schedule

Training

March 18, 2020 (4 PM – 9 PM)

April 8, 2020 (4 PM – 9 PM)

Mission #1 – March 8, 2020

Excelsior #1 – March 29, 2020

Tenderloin #1 – April 19, 2020

Bayview – May 3, 2020

Sunset/Golden Gate Park – June 7, 2020

Dogpatch/Mission Bay – June 21, 2020

Mission #2 – July 19, 2020

SoMa – August 23, 2020

Tenderloin #2 – September 13, 2020

Western Addition – September 27, 2020

Excelsior – October 18, 2020

Equal Opportunity Employment

Livable City is an equal opportunity employer. People of color and individuals from diverse backgrounds are encouraged to apply. Livable City does not discriminate on the basis of race, color, national origin, ethnic background, religion, sex, sexual orientation, age or disability.

To apply

Submit a resume to HR@livablecity.org with the subject line “2020 Event Ambassador: Event Manager” and complete the supplemental application at SundayStreetsSF.com/jobs-internships. Complete applications will be reviewed on a rolling basis.