



Assistant Site Manager, Fountain Square

Fountain Square Management Group plans and produces events on Fountain Square to support the development of Cincinnati's center city as a region of high-value employment and real estate sustained by a diverse mix of housing, culture and entertainment. Fountain Square Management Group is a private, nonprofit corporation established in 2006. For more information, visit www.myfountainsquare.com.

Job Title: Assistant Site Manager

Objective: Manage all aspects of events from load-in through load-out independently or as part of a team. Functions include overseeing production, beverage sales, maintenance/cleaning, and security. An assistant site manager may also serve as venue manager for certain third-party (non-FSMG) events.

Primary Duties:

- Facilitate event load-in and load-out.
- Provide leadership to maintenance, security, sales, and production teams.
- Manage beverage sales operation. Take inventory, grab supplies and product, tap kegs, supervise paid workers. Complete closing Sales Report. Ensure equipment, supplies, and storage areas are organized and clean.
- Monitor stage program to ensure production quality, sponsor obligations, and schedule are met.
- Take event and attendance photos.
- Complete Event Report.

Reports To: Onsite Manager

Qualifications & Skills:

- Organized, good with detail
- Reliable with consistent follow-through
- Demonstrates initiative
- Clear communicator
- Able to make decisions quickly in stressful situations
- Exhibits a positive attitude
- Event management experience preferred
- Job requires lifting (e.g. beer cases, bags of ice) and significant time on one's feet
- Must be age 21 or older
- Must complete TIPS training

Job Location: Events take place on Fountain Square, an outdoor public space at Fifth and Vine streets in downtown Cincinnati.

Hours: Hourly, part-time, seasonal. Approximately 4-20 hours per week, primarily evenings and weekends.

Compensation: Starts at \$10 per hour.

To apply, send resume and cover letter to the address below or by email to dbranscum@3cdc.org.