



Title: Assistant Site Manager (ASM)  
Reports to: On-Site Manager and Site Assistant

Organizational Overview:

Cincinnati Center City Development Corporation (3CDC) is a private nonprofit corporation created in 2003 to focus on developing Cincinnati's center city as a region of high-value employment and real estate sustained by a diverse mix of housing, culture and entertainment. This effort is supported by planning and producing events on Fountain Square and starting this summer Washington Park. For more information, visit [www.3cdc.org](http://www.3cdc.org). During the spring, summer and fall, the organization operates a summer concert series that is open to the public. The summer concert series runs everyday, Sunday-Saturday, from Memorial Day to Labor Day. During the winter, the organization operates an ice rink that is open to the public, programmed with family events, a broomball league and other events. The rink will be open from mid-November 2011 until late February 2012.

Position Summary:

Manage all aspects of beverage sales and events, at Fountain Square and/or Washington Park. Fountain Square is an outdoor public space at Fifth and Vine streets in downtown Cincinnati. Washington Park is an outdoor public space located adjacent to Music Hall the Over the Rhine neighborhood. Functions include; overseeing production, beverage sales, facility components and security. This position is a seasonal position.

Position Responsibilities:

The responsibilities for this position include, but are not necessarily limited to, working with the On-Site Manager to accomplish the following:

- Responsible for ensuring the event is set up and taken down properly
- Responsible for opening and closing beverage sales at each event
- Ensuring all Customer Service Representatives (CSRs) are following all rules and regulations
- Assisting CSRs with beverage sales, product runs, cash drops and register questions
- Enforcing park rules
- Entering data into a spreadsheet to determine profits or losses for each night
- Establish a clear line of communication between CSRs, ASMs and the Manager on Duty
- Work with the contact for 3<sup>rd</sup> Party Events to ensure needs are met
- Work closely with Ambassadors to ensure the event is set up properly and the Square and/or Washington Park is clean
- Keep the internal management team informed of all activity per the reporting requirements

Position Qualifications:

- Relevant facility management as well as event management experience required.
- Personable, positive, and enthusiastic attitude with capability to deal effectively with people (both internal and external). Ability to communicate clearly both verbally and written.
- Excellent organizational skills, work habits, and consistent follow-through.
- Able to make good decisions quickly in stressful situations.
- Sense of initiative with desire to become truly involved in the business and the downtown community.
- Job requires lifting (e.g. beer cases, bags of ice, bags of salt) and significant time on one's feet in the elements.
- Must be age 21 or older. Be able to work 10-40 hours per week, holidays, primarily evenings and weekends.

Compensation:

- Seasonal hourly position at \$14 per hour and paid parking during shifts worked.

**Send resume to:**  
**3CDC**  
**ATTN: Human Resources**  
**1014 Vine Street, Suite 1420**  
**Cincinnati, OH 45202**  
**or**  
[humanresources@3cdc.org](mailto:humanresources@3cdc.org)

**RESUMES WILL BE ACCEPTED UNTIL POSITION IS FILLED**

*3CDC is an Equal Opportunity Employer.*