

QUEENS COUNTY FARM MUSEUM

For Hire: Seasonal Events Staff - Fall 2020

Queens County Farm Museum (QCFM) is one of the longest continually farmed sites in New York State. It is a NYC Landmark and on the National Register of Historic Places. Since the inception of the museum in 1975, Queens Farm has built a robust special event schedule; this fall, the organization presents a range of farm-fresh entertainment for families as they social distance on farm grounds. Queens County Farm Museum is located at 73-50 Little Neck Parkway, Floral Park, NY 11004.

Job Description

QCFM seeks Seasonal Events staff to join its team. Team members will support the Operations Department, which produces special events, maintains the buildings and grounds on site, and supports the Farm's other departments.

2020 Special Event Schedule:

- September Sundays - Suns, Sept 13, 20 & 27
- Amazing Maize Maze - Fris, Sats & Suns, Sept 18–Oct 30 + Columbus Day
- Maze by Moonlight - Sat, Oct 3 & Oct 24
- Harvest Weekends - Sats & Suns, Oct 3–Oct 25 + Columbus Day
- Queens Farm Pumpkin Patch - Sats & Suns, Oct 3–25 + Columbus Day
- Children's Halloween Festival - Sat, Oct 31

Responsibilities *(Note: Tasks may vary according to season and event needs)*

- Assist with all aspects of event preparation and execution including set-up, event support, retail and/or visitor services
- Ticket scanning
- Event parking facilitation
- General maintenance and cleaning of facilities and grounds
- Other duties and responsibilities as assigned by the Director of Operations and/or Executive Director

Required Qualifications & Experience

- Self-motivated, punctual, strong time management & interpersonal skills
- Comfortable in large crowds
- Ability to stand on feet for 8 hours
- Flexibility to work nights, weekends, and holidays when required
- Demonstrated ability to effectively interact with diverse populations

- Demonstrated ability to work well in a team
- Experience working at special events a plus

COVID-19 Guidelines

Queens Farm's fall events have staggered admission times, reduced capacity and scaled back programming to meet NY Forward's Covid-19 Safety Guidelines. The farm's Covid-19 guidelines are posted at queensfarm.org. Face coverings are required when social distancing is not possible outdoors on the farm. At the start of each shift, farm staff must complete a check-in process that includes Covid-19 self-certification.

Hours & Compensation

Part-time, based on event schedule needs. Nights, weekends, and holidays required during special events. \$15.00/hour to start.

To Apply

Please send resume and cover letter with brief description of why you want to join the Queens Farm team to: hr@queensfarm.org. Subject line: "Seasonal Event Staff"

Applications will be accepted until position is closed.

Queens County Farm Museum (QCFM) supports diversity in the workplace. QCFM is an equal opportunity / affirmative action employer (EOE) and supports a drug-free workplace.