



Alive at Five and Summer Event Staff

2017

The Helena Business Improvement District (HBID) and Downtown Helena, Inc. (DHI) are seeking part-time employees to assist with Alive at Five set up, tear down, beverage service and/or other event related activities. Alive at Five positions range from 4-11+ hours on Wednesdays in June, July and August. HBID/DHI holds various events throughout the Summer and Fall as well as provides equipment support for other community events; there is the potential for additional hours on different days to help with these events from May through November.

Hiring range is \$8.25-9.50/hour.

Application deadline is May 8.

Applications are available online at www.downtownhelena.com and at the HBID/Downtown Helena office at 318 Fuller Ave.

Alive at Five shifts include:

- Noon-11pm+: Set up, event production and tear down
- 4:45 – 11pm+ (depending on work schedule): Event production and tear down

Qualifications

- Must have a valid driver's license and clean driving record
- Must be self-motivated and able to work well with others
- Must be able to safely pick-up and move 30-50 lbs.
- Must possess the ability to work on feet for extended periods of time in various weather conditions
- For beverage service and ID checkers: preference for applicants to be 21 years old or older. Also, must be available to receive responsible alcohol training prior to June 1st. Applicants under 21 with previous beverage service experience will also be given preference.

Event Duties

Alive at Five Set-up:

- Pick up, load and set up fencing
- Drive, unload event trailer
- Set up beer garden and wristband station
- Pick up and distribute ice
- Pick up and set up stage and stage cover

Alive at Five Event Duties

- Beverage service – under direction of supervisor, serve beverages, take money/make change, stock beverages, direct volunteers
- Wristband/ID Checkers – check ID's, issue wristbands, take money/make change
- Floating – monitor soda booth, check/empty garbage/recycling, help stock, runner for different needs

Alive at Five Tear-Down Duties

- Tear down, load and return fencing
- Tear down beer garden and wristband station
- Load and return trailer
- Empty and dispose garbage
- Tear down and return stage and cover

Other Event Shifts:

Vary by event, but usually include a minimum of 2 hour shifts setting up and tearing down fencing and other logistical needs based on the event.

Interested in applying? Please send the application below to:

Julia Walsh: info@helenabid.com

Or drop application off at HBID office:

318 Fuller Ave.



Alive at Five and Sumer Event Staff - 2017

Name and Contact Information

Last: _____ First: _____ MI: _____

Street or PO Box: _____

City: _____ State: _____ ZIP: _____

Phone Numbers: Cell: _____

Emergency Contact: Name: _____ Phone: _____

Do you have a valid Driver's License? YES NO State: _____ Number: _____

Email: _____

Education

High School Name: _____

City: _____ State: _____ Diploma or GED/Equivalency Certificate? YES NO

College/University/Trade School Name: _____

City: _____ State: _____ Major Field of Study: _____

Past or Current Employer(s)

Employer: _____ Occupation: _____

City: _____ State: _____

Contact: _____ Phone Number: _____

Email Address: _____

Employer: _____ Occupation: _____

City: _____ State: _____

Contact: _____ Phone Number: _____

Email Address: _____

OPTIONAL: Attach Resume

References

- 1. Name: _____ Phone #: _____ Email: _____
- 2. Name: _____ Phone #: _____ Email: _____
- 3. Name: _____ Phone #: _____ Email: _____

Times Available to Work:

Wednesday – what time are you available: _____

Other – are there other days you might be available for other events throughout the summer? If so, please list the day of the week and time: _____

Please send the application to:

Julia Walsh: info@helenabid.com

Or drop application off at HBID office:

318 Fuller Ave.

For Office Use:

Date Applied: _____

Selected for Interview: ___ Yes ___ No

Offer: ___ Yes ___ No *If offered:* Start Date: _____

Schedule: _____

Salary: _____

Comments: _____
