

ALEX AND ANI[®]

CITY CENTER

Summer Jobs Opportunities at the ALEX AND ANI CITY CENTER

- **Seasonal Bumper Car Attendants and Event Staff – Part-time**
- **Seasonal Ticket Sellers - Part-time**
- **Summer Assistant Manager- Part-time**
- **Summer Internship Opportunities** (15-25 Hours per week)- Assist, learn and work in event management, marketing, ticket selling and managing social media content.

The ALEX AND ANI CITY CENTER (AACC) and Providence Rink is looking for seasonal summer staff. The summer staff will work under the supervision and report to the City Center Manager.

AACC is in the heart of downtown Providence between Biltmore and Burnside Park. During the winter season we serve over 50,000 ice skating and ice bumper car patrons. We are a premier destination for visitors to explore our downtown parks and a staple in the community for outdoor activities. The City Center is part of the City of Providence Parks Department.

This summer, the AACC weekly programming and event calendar has exciting and fun new offerings as well as major city events. We host large events such as Day of Portugal, Summer Salsa Events, Roller Derby Bouts, Day Trill, Skate Boarding events and more. Our weekly programming will include hosting the Super Fun Activities Club (SFAC), Bumper Car Racing, Roller Skating, Summer Hangout Series, and Kids Zone Events.

Opportunities at AACC are fun, fast paced and challenging but we also need creative individuals who like to promote fun and engaging activities in our Providence parks.

Interested individuals should email a resume and cover letter to rink@providenceri.gov

ALEX AND ANI CITY CENTER
2 KENNEDY PLAZA
401.680.7390
rink@providenceri.gov

Seasonal Bumper Car Attendant and Event Staff - Part-time

The ALEX AND ANI CITY CENTER (AACC) and Providence Rink is looking for Seasonal Bumper Car Attendants and event staff. The summer bumper car attendants will work under the supervision and report to the City Center Manager.

Responsibilities include but are not limited to:

- Attend summer training dates
- Setup bumper car area and bumper cars
- Breakdown of bumper cars
- Must be able to clearly communicate all bumper car requirements to the customer.
 - Sign Waiver
 - How to operator the car
 - Requirements for tickets, safety, age, height, weight.
- Detail all bumper cars before and after each shift
- Effectively communicating and enforcing rules and regulations
- Ensure that all patrons are safe
- Deliver high level of customer service
- Must start and end shifts on time
- Injuries must be reported to management directly
- Radios must be used for communication at all times

Requirements:

- Work nights, weekends and some holidays
- Must be available May-September

Seasonal Ticket Seller - Part-time

The ALEX AND ANI CITY CENTER (AACC) and Providence Rink is looking for Seasonal Ticket Seller Staff. The ticket sellers will work under the supervision and report to the City Center Manager.

Responsibilities include but are not limited to:

- Attend summer training dates
- Meet high levels of customer service
- Training on Lilypad POS (Point of Sale), ticket selling, customer service, answering phones, and customer communication
- Setup bumper car area and bumper cars
- Breakdown of bumper cars
- Must be able to clearly communicate all bumper car requirements to the customer.
 - Sign Waiver
 - How to operator the car
 - Requirements for tickets, safety, age, height, weight
- Detail all bumper cars before and after each shift
- Effectively communicating and enforcing rules and regulations
- Ensure that all patrons are safe
- Deliver high level of customer service
- Must start and end shifts on time
- Injuries must be reported to management directly
- Radios must be used for communication at all times

Requirements:

- Work nights, weekends and some holidays
- Experience working with a POS system, handling cash and cash drawers and opening and closing a facility. Retail or customer service experience preferred.
- Must be available May-September

City Center Summer Assistant Manager - Part-time

The ALEX AND ANI CITY CENTER (AACC) and Providence Rink is looking for a Summer Assistant Manager. The summer assistant manager will work under the supervision and report to the City Center Manager.

Responsibilities include but are not limited to:

- Attend summer training dates
- Training on Lilypad POS (Point of Sale), ticket selling, customer service, answering phones, and customer communication
- Planning and managing events: setup, breakdown, safety, mapping activities, communicating with guests, coordinating staff
- Assisting with generating social media content and scheduling posts
- Evening and weekend hours will be included
- Opening and Closing of the facility
- Meet high levels of customer service
- Use Lilypad Point of Sale System
- Politely answering phones and customer questions
- Complete incident reports and perform minor first aid
- Supervise Skate Hosts, Ticket Sellers, Rental Room to ensure productivity of staff
- Communicate clearly and positively with all staff
- Replenish and restock merchandise and party supplies as needed
- Balance the cash register
- Ensure all staff are completing their tasks daily
- Update website and social media
- Supervising set ups, events, and breakdowns
- Supervising cleaning staff
- Working with event organizers to ensure event goes smoothly
- Working with Fire Marshall, Police, Security, and Medics to ensure safety of patrons
- Assisting with property walkthrough's when necessary

Requirements:

- Work nights, weekends and some holidays
- Experience working with a POS system, handling cash and cash drawers and opening and closing a facility. Retail or customer service experience preferred.
- Experience supervising staff
- Must be available May-September
- First Aid, CPR, AED Certification preferred

Summer Internship Opportunity 2019

The ALEX AND ANI CITY CENTER (AACC) and Providence Rink is looking for a summer intern to assist, learn and work in event management, marketing, ticket selling and managing social media content. The summer assistant manager will work under the supervision and report to the City Center Manager.

Learning opportunities and responsibilities will include:

- Attend summer training dates
- Training on Lilypad POS (Point of Sale), ticket selling, customer service, answering phones, and customer communication
- Planning and managing events: setup, breakdown, safety, mapping activities, communicating with guests, coordinating staff
- Assisting with generating social media content and scheduling posts
- Evening and weekend hours will be included
- Additional responsibilities and learning opportunities can be adapted to the individual in this position