



Temporary Special Events Coordinator

Reports To: Temporary Special Events Manager

Status: Temporary

Classification: Non-Exempt

Approved/Revised Date: January 2023

Summary:

The Temporary Special Events Coordinator will be an important team member in supporting both internal and external events at WBG. This role will be an integral and motivating part of our dedicated team that strives to engage our community through the public use and programming in the facilities of Waterfront Botanical Gardens (WBG). This is a temporary position (March – October) which will have a varied work schedule. It will include weekdays, weekends and some evenings based on event schedules. May thru August will be full-time and the other months are part-time at approximately 20 hours per week.

Organizational Duties and Responsibilities:

1. Commitment to WBG's mission and its core values. Follow all policies and procedures.
2. Supports and facilitates positive interaction with others by exhibiting individual maturity; respect for others; a team-centered approach; maintenance of confidential information; and an appreciation of a multicultural workplace.
3. Exhibits effective writing, organizational, time management, and interpersonal and oral communication skills.
4. Effectively prioritizes and coordinates job tasks for maximum productivity.
5. Effectively schedules the use of the facilities of WBG.
6. Works with Special Events Manager & Special Events Coordinator in completing required documentation for internal and external events as directed by the Special Events Manager, Special Events Coordinator and Chief Operating Officer.

Essential Duties and Responsibilities:

1. Works with Special Events Manager for client contact including phone calls, tours, contracts, payment schedules, event details, and vendor contracts. Enforces policies as outlined in rental/vendor contracts.
2. Serves as primary point person with clients, staff and vendors for some internal and external events booked at WBG and acts as contact for outside vendors and event deliveries.

3. Helps manage WBG event calendar for internal and external event reservations.
4. This role will be trained to be an on-site staff lead facilitator for internal and external events.
5. Communicates daily with the events team, event vendors and deliveries for events.
6. Works with Facilities Coordinator to maintain equipment, furniture, and physical space at WBG ensuring a safe, clean, and functional environment.
7. Works with Facilities Coordinator in the set up and removal of furniture for events as needed.
8. Works with the Facilities Coordinator to ensure the grounds are safe and clean for guests during events and are then returned to best condition immediately following events. This could include blowing off sidewalks, sweeping, hosing, power washing, and more.
9. Is always trained and up to date on all emergency procedures.
10. Facilitates other projects or duties as assigned.

Specific Skills:

Must have successful experience working in a team setting. Must have the ability to present a positive image of the organization to the community. Must have an efficient and productive work style to allow maximum and efficient use of limited resources. Requires the ability to work well with other staff, vendors, and volunteers. Works with computers and is required to be proficient with Microsoft Office programs.

Supervisory Responsibilities: N/A

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's degree preferred. Additionally, 2-3 years' experience working in a team-oriented professional setting is required.

Language Skills:

Ability to read, write, and converse in English. Ability to speak knowledgeably with donors, clients, volunteers, and other staff. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, vendors, staff and others.

Certificates, Licenses, Registrations:

Must have a current driver's license and insurable driving record.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, and reach with hands and arms, climb or balance, and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

Must be willing to work evenings, holidays, or on weekends as requested for special events. Must be able to work the required hours to accomplish tasks and meet deadlines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply:

To apply, please send a resume, references, and cover letter to:
humanresources@waterfrontgardens.org.

Application deadline: February 10, 2023