



Position Title: Event Specialist

Position Reports to: Event Manager

Department: Events

Exempt/Non-Exempt: Non-Exempt, 0.5 FTE

Compensation: \$18.5/hour, 20 hours per week. Vacation, sick time and holiday pay are pro-rated. Health Care stipend is also pro-rated to 50%.

Event Specialist

The Event Specialist plays a key role in supporting Leach Garden Friends rentals(70%), education(20%), and garden programming(10%) with an emphasis on meeting the mission and values of Leach Garden Friends and creating a welcoming experience to all visitors.

This position requires evening and weekend availability. Shifts will mostly be Thursday - Sunday 9:00am to 5:00pm; 3:00pm to 11:00pm during rental events throughout the week with the possibility of working remotely a few hours per week.

Main Job Duties

- Workflow of rental events from inquiry to post-event
- Giving tours to garden groups and rental inquiries
- Set up and tear down of event furniture, often moving and lifting up to 50 pounds
- Leading event support staff and interns
- Assist other departments with events and set up as needed
- Communication and outreach via social media and in person

Key Skills required:

- Organization
- Strong Written and verbal communication
- Excellent Customer Service

Qualifications preferred, but will train the right candidate:

- Experience with event-related or customer service roles
- Experience with accounting and POS software, Preferably Versai and Square
- Familiarity with communication and desktop publishing software, preferably gSuite
- Familiarity with social media platforms including Instagram and tik tok

Successful candidates will possess:

- Commitment to the Mission and Values of Leach Garden Friends
- Flexibility to adapt to a variety of environments and projects
- Enthusiasm for providing excellent service to guests, clients, and volunteers
- Self-direction, creativity and a positive attitude
- The ability to work in a fast paced changing environment
- The ability to work outdoors for long periods
- recognition of the importance of preserving Leach Garden for future use
- Ability to work closely with a team

Work Environment

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. While performing the clerical duties of this job, the employee regularly spends long hours sitting and using office equipment and computers. The employee frequently is required to walk; climb or balance; stoop, kneel, or crouch; and talk and hear. During events the employee may be required to spend hours on their feet. The ability to use the fingers of one or both hands to grasp, manipulate, control or feel objects. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds, anything greater must be done with assistance. While performing the duties of this job, the employees' work might require them to be outdoors in both hot and cold weather. The noise level in the work environment is usually moderate.

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.

All Leach Garden Employees are vaccinated and boosted for COVID-19.

To Apply

Please send a resume and cover letter to kcummins@leachgarden.org

The application deadline for this position is January 30, 2022.

Starting date: Around March 1, 2022

LGF is committed to achieving a diverse workforce through application of its equal opportunity and nondiscrimination policy in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training.