

## Event Coordinator

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Our mission: We garden to create, share, and apply plant wisdom in our world.

### Job Summary

The part-time Event Coordinator at San Diego Botanic Garden (SDBG) is integral to the success of SDBG's various events and activities. This position assists with programs initiated by different departments such as Public Programs, Horticulture, Philanthropy and Education. Events and activities include botanical exhibitions, fundraisers, and a wide variety of public programs serving anywhere from 50 to over 2,000 participants as well as offering minor logistical support for activities like weddings. In particular, the Event Coordinator is critical to the execution of the Garden's winter holiday nighttime showcase, a two month-long outdoor, light display with an overall projected attendance of over 200,000 visitors.

The Event Coordinator reports to the Event Production & Project Manager to fulfill their job requirements, execute events, and deliver excellent visitor experiences. This is a part-time non-exempt position that requires working on evenings and weekends. Starting pay is \$22-\$25 per hour based on experience.

### Essential Functions

- Works closely with the Event Production & Project Manager to support event planning, execution and wrap up.
- Conduct site walk-throughs as necessary.
- Be available as the point person during planning phases as needed.
- Serves as liaison with vendors and contractors as needed.
- Functions as Event Manager on Duty as needed, actively participating in event oversight including activating emergency actions plans.
- Assists with event logistics including setting up meetings, taking notes, updating standard operating procedures, reserving venues, online ticketing, audio/visual needs, vendor set-up, etc.
- Supports cross-departmental event planning meetings, is responsible for onsite catering needs, coordinates linen and equipment requests.
- Coordinates cross-departmental needs and effectively communicates action plans across all levels. This includes working with back-of-house teams (Facilities, Horticulture) as well as front-facing teams (Education, Visitor Services) and providing full and complete updates to Marketing, Human Resources and the Garden's Leadership Team.

### Additional Duties Include

- Performs routine site and equipment inspections for safety
- Works alongside Visitor Services on customer service-related needs during events.
- Helps to track and monitor event budget expenses and credit card transactions.
- Research supplies and vendors for event needs.
- Uses own car with mileage reimbursed to pick up materials, drop off permit requests and other activities.
- Helps to document each event: photography, expenses, contractors.

- Coordinates logistics with volunteers nightly and is able to give direction, accept feedback and provide guidance on event operations.
- Assists with timely and accurate event recaps to associated departments.
- Assists Visitor Services during busy times with guest entry, payments, troubleshoot visitor services issues as needed
- Other duties as assigned

### Competencies

- Minimum one year experience working on project teams, particularly involved with events such as performances, exhibitions and small festivals that involve selling and serving refreshments and coordinating other teams to provide ticket sales and promote the event.
- Proven ability to work with event managers, security, parking management and diverse vendors.
- Strong organizational, time management, oral and written communications skills.
- Advanced computer skills to organize projects, expenses, timelines and supply lists.
- Some working knowledge of computer/data management software, Windows 10, Tessitura, Intuit Point of Sale, Square Point of Sale, Microsoft Office, Google Workspace and Zoom.
- Exceptional customer service skills, with the ability to interact effectively with Garden visitors, donors, members, volunteers and staff at all levels.
- Motivated, energetic team player able to prioritize and work independently.
- Reliable and flexible, able to perform well under stressful situations.
- Professional proficiency in non-English languages is a plus.
- Ability to work evenings, weekends and holidays, as needed.

### Education

- High School diploma

### Work Environment

- Frequent shifts standing, walking, driving electric carts, and being outdoors during the event

### Physical Requirements

- Ability to perform light physical work including helping move equipment, tables, chairs, linen, furniture and signage
- Ability to lift up to 30 lbs
- Ability to work full shifts with extensive walking, lifting, etc., as needed

### Additional Requirements

- Possess a valid drivers license
- Pass a background check

### SDBG Diversity Statement



## **JOB POSTING**

*San Diego Botanic Garden is committed to create, maintain and grow a welcoming and inclusive environment. Just as our natural world relies on plant diversity, we believe that cultivating diversity amongst our staff and volunteers contributes to a flourishing Garden. We are dedicated to ongoing conversations as we celebrate and support the unique attributes of all people.*