

NOW HIRING
NOW HIRING
NOW HIRING
NOW HIRING



Title

Event Manager

Reports to

Event Director

Status

Full-time

Salary

\$32,000-\$36,000

The Event Manager is the lead role in the planning and implementation of events at the Idaho Botanical Garden. Working under the direction of the Event Director, this position's primary responsibilities include planning and executing event logistics, managing contract labor, adhering to budget, and implementing plans and processes to improve event preparation. The Event Manager is expected to understand all of the components of an event, and communicate with clients and staff members, onsite vendors, facilitating organization of logistics and activity areas. This position must present a positive and helpful demeanor with guests, volunteers, and fellow staff members, especially while problem solving.

Responsibilities

- Manage multiple events and/or projects from concept through completion while meeting timelines
- Assist in creating event production schedules and logistical expectations of Garden events and analyze event operations
- Oversee event implementation and communication of production schedules and all event logistics
- Follow IBG policies, procedures, and best practices while striving to improve standards of operation, ensuring the venue maintains a safe environment
- Guarantee all necessary event permits are tracked and submitted as needed
- Maintain, order, and organize event equipment/supplies and assets inventory within budget
- Assist with identifying necessary vendor support - source and manage accordingly
- Supervise Event Operations Coordinator and Event Crew
- Oversee private event contracts, invoices, and accounts receivable
- Manage private event logistics, such as layouts, rentals, timelines
- Oversee Event Coordinators, who will act as onsite coordinators during private events
- Support Volunteer Manager by providing timely and accurate volunteer needs, job descriptions, and trainings

Skills, Specifications, & Experience

- Superior communication skills
- Ability to prioritize multiple projects in a fast-paced, multi-faceted, creative environment
- Excellent attention to detail
- Ability to project manage
- Exceptional organizational skills
- Solid decision-making
- Diplomatic

Requirements

- Minimum of three years' experience in event planning
- Flexibility in schedule, some nights and weekends
- Demonstrated ability in staff management

To Apply

Please submit resume and cover letter events@idahobotanicalgarden.org