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Title	Reports to
Event Operations Coordinator	Event Director
Status	Salary
Full Time/Non-Exempt	\$16-\$19/hour

The Event Operations Coordinator is the lead role in the logistics implementation of events at the Idaho Botanical Garden. Working under the direction of the Event Director, this position's primary responsibilities include assisting in planning and executing the logistical and technical aspects of Garden events. The Event Operations Coordinator will also oversee some contract and volunteer labor, and implement plans and processes to improve event preparation, execution, set-up, and take-down.

Responsibilities

Event Preparation

- Train and oversee Event Support staff, monitoring efficiencies and hours.
- Order, organize, and inventory event supplies.
- Prepare event sites with operational needs such as lighting, trash and recycling, and electric distribution.
- Follows the process defined in Events Best Practices and is responsible for gathering information and communicating the information across teams. This includes creating appropriate documentation for distribution of each signature event.
- Fielding phone calls and emails regarding Garden bookings, as well as offering site tours to potential clients.
- Assist with identifying necessary vendor support - source and coordinate accordingly.
- May be assigned as point person for one of the following event areas: Weddings, Site Rentals, Signature Events.
- Other duties as assigned.

Event Execution

- Serve as Onsite main point of contact for all aspects of event set-up and take-down.
- Assist in managing event flow, including vendor/artist load-in, parking, and load-out.
- Oversight of event facilities and equipment rental.
- Prepare classroom and bridal room for site rental clients and on-site partners.
- Works closely with **Volunteer Manager** and lead volunteer to observe roles and make changes to address needs in real-time.
- Other duties as assigned.

Skills, Specifications, & Experience

- Demonstrate superior communication skills.
- Ability to prioritize multiple projects in a fast-paced, multi-faceted, creative environment and must be able to work well under pressure.
- Excellent attention to detail and follow-through.
- Basic understanding of and or willingness to learn electrical distribution and event mechanics.
- Exceptional organizational and diplomacy skills.
- Solid decision-making skills and sound judgment.
- Ability to adapt to challenges and opportunities with a solution-oriented perspective.
- Demonstrated ability in support staff and volunteer supervision.
- Computer proficiency including Microsoft Office.
- Flexibility in schedule, working some evenings, **holidays** and weekends.
- Physical Requirements: This is a physically demanding job that requires extended periods of standing, walking, lifting, twisting, and being exposed to various weather conditions. Must be able to perform these physical tasks to ensure the successful execution of events. Ability to perform manual labor, such as loading and unloading equipment, operating equipment and standard power tools, climbing ladders, etc.

Requirements

- Minimum two years' experience in event coordination and/or back-of-house event production.

To Apply

Please submit resume for review to
hire@idahobotanicalgarden.org