



## Position Description

**Title:** Event Lead  
**Reports to:** Director of Events/Events Coordinator  
**Status:** Part Time, Non-Exempt  
**Hours:** Average 10-15 hrs/week, May through October; opportunity to pick up hours during Garden of Lights (Thanksgiving through New Year's)

### Position Summary

**Join a team that values the diverse talents and ideas of each staff member at Green Bay Botanical Garden.** The Event Lead serves as on-site Garden contact during weddings, receptions, corporate, private and internal events responsible for the successful execution of events.

### Core Competencies & Essential Functions

1. Effectively interact with clients (internal & external), caterers, wedding planners, etc. ensuring excellent customer service and a top-quality experience with the Garden.
2. Review and understand all event paperwork prior to event day to ensure seamless execution.
3. Ensures the safe and efficient oversight of events.
4. Ensures all events are set properly, according to contract, and any last-minute adjustments are incorporated to the satisfaction of the client.
5. Oversee vendor load-in and load out, including set up, break down and cleanup of the event.
6. Ensures clients, caterers and vendors abide by all Garden policies and through inspection after the event has concluded, reports any and all damages to Events Coordinators.
7. Responsible for the completion of event paperwork, incident reports, and the handling of any other issues pertaining to vendors, the event, safety of individuals attending and the maintenance of the Garden facility from damage.
8. Ensure all visitors entering the Garden for an event are directed to the correct location.
9. Ensure property is secured at the end of all after hour events, including securing buildings, setting alarms, turning power off and locking gates.
10. Performs other duties as requested, including bartending.

### Qualifications, Skills, & Physical Requirements

- Must be at least 18 years old with preferred of two years prior experience or equivalent combination of education and experience.

- Must be flexible in working hours and environment, as many events are held outdoors requiring evenings and weekends. Primary work schedule is Wednesday-Sunday.
- Highly proficient in Microsoft Office, Teams and/or other databased programs; Blackbaud Altru knowledge a plus
- Able to work on a team and be the lead in handling challenging situations during an event.
- Able to remain professional, calm under pressure, and adaptable to a variety of situations.
- Complete tasks demonstrating attention to detail, accuracy and thoroughness.
- Positive attitude, dependable and reliable.
- Position is active indoors and outdoors in all types of weather conditions, and includes lifting (up to 40 pounds), bending, standing, and walking throughout the event.
- Experience working within a non-profit environment and/or using community resources is a plus.
- Gardening knowledge a plus.
- Dependable, reliable and a team player.

### **Standard Benefits**

Employees at Green Bay Botanical Garden have access to a competitive benefit package:

- Retirement Plan/401(K) (available to enroll after six months or 1,000 hours)

### **Standard Work Perks**

Employees at Green Bay Botanical Garden can enjoy the following perks:

- Free daily admission to the Garden and for up to four guests per visit
- Free passes to ticketed events
- Discounts on ticketed events
- 15% discount at the WPS Trellis Gift Shop
- 50% off room rentals for a private event

### **Apply**

[Complete the Employment Application](#) on our website submit your cover letter and resume by March 22, 2024.

### **Equal Opportunity Employer**

Green Bay Botanical Garden provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Our employees love to perform their work in a team environment that includes our volunteers. We value our connection to the greater northeast Wisconsin Community. We care about and value the diverse talents and ideas each employee brings to Green Bay Botanical Garden.

### **Our Mission**

Green Bay Botanical Garden connects people with plants by providing year-round educational and recreational experiences for everyone in an environment that engages, inspires and refreshes.

Updated February 2024