

**Yew Dell Botanical Gardens
Job Description**

Position Title: Event Staff
Reports to: Guest Services and Rental Coordinator
Classification: Part Time, Seasonal, Non-Exempt

Date: April 2023

Position Description: Under the direction of the Guest Services and Rental Coordinator the Event Staff is responsible for assisting with implementation of scheduled events at Yew Dell Botanical Gardens. Working with the Event and Program Manager the Event Staff will follow up and coordinate with wedding parties, event rentals and Yew Dell programs and events. The Event Staff is part of a team providing an outstanding experience to our guests.

Responsibilities:

- Act as the primary contact during an event rental and Yew Dell sponsored events through the event set up and break down, coordinating with other staff as needed
- Open and close buildings and gates for event set up and break down
- Oversee event set up, deliveries, vendor management and break down
- Check facilities prior to the event to assure correct set up and cleanliness
- Check facilities during and after the event to assure cleanliness and completion of the storage of event materials
- Adjust set ups in buildings and on the grounds as needed
- Keep grounds and facilities clean and stocked
- Make suggestions to increase customer satisfaction while maintaining Yew Dell's policies
- Be present during rental set up when needed and at Yew Dell events when appropriate
- Ensure that all event policies are followed
- Recommend improvements and changes to events
- Other duties as assigned

Qualifications/Requirements:

- Associates Degree or equivalent work experience
- Self-motivated
- Ability to lift 50 pounds and the willingness to "roll up sleeves" to get the job done
- Excellent communication skills
- Ability to work in an organized and efficient manner
- Detail oriented with commitment to accuracy
- Excellent computer skills including Microsoft Office products including Word and Excel
- Commitment to furthering the goals of Yew Dell Botanical Gardens through creative and energetic support of the institution
- A positive attitude with staff, volunteers, and visitors
- Must be willing to work non-standard hours

To apply send your resume to:
Yew Dell Botanical Gardens
6220 Old LaGrange Road
Crestwood, KY 40014
Or email to:
jobs@yewdellgardens.org



YEW DELL BOTANICAL GARDENS™