



JOB DESCRIPTION

DEPARTMENT: Rentals & Special Events	TITLE: Event Facilitator	REPORTS TO: Rental and Events Coordinator
DATE EFFECTIVE: January 1, 2020	FULL-TIME or PART-TIME: Part-Time	EXEMPT or NON-EXEMPT: Exempt

ABOUT THE SAN ANTONIO BOTANICAL GARDEN

For nearly 40 years, the San Antonio Botanical Garden (Garden) has inspired people to connect with the plant world and understand the importance of plants in our lives. Recognized nationally for commitment to outstanding displays, botanical diversity, education, environmental stewardship, and experiences that connect people to the natural world, the Garden is a top San Antonio attraction that serves as a museum of plants, a tranquil escape, a living classroom, a research and conservation facility, and entertainment venue where art, architecture, music, and theater experiences come to life for more than 160,000 annual visitors. The Garden features 38 acres of nature space located deep in the heart of San Antonio. For more information, visit www.sabot.org.

SUMMARY OF RESPONSIBILITIES

The Event Facilitator provides operational functions before, during, and after events and assists with site set-up and take-down of Garden owned tables, chairs, pop up tents, lighting, etc.

COMPETENCIES/SKILLS

- Provides a signature guest experience through outstanding customer service.
- Serve as onsite point of contact for clients, vendors, security staff, and janitorial staff
- Greet guests and vendors as they enter and leave the event.
- Turn on/off landscape lighting.
- Lock and secure the garden at the conclusion of an event
- Enforce standard venue procedures, rules, and guidelines; report to supervisor any violations.
- Assist with Garden accessibility and crowd management.
- Provide guests with directions or other venue information.
- Maintains knowledge of Garden programs, events, grounds and buildings.
- Develops, maintains and promotes positive and professional relationships with internal staff, volunteers, members, vendors, contractors, media and the general public in order to achieve departmental and organizational goals
- Assists and performs other duties as assigned.



Rental and Events Coordinator (continued)

QUALIFICATIONS

- High School Diploma or equivalent required.
- Prior experience in retail, customer service or hospitality preferred.
- Bi-lingual or multi-lingual is a plus.
- Communicate well with guests. Remain polite, courteous and helpful at all times.
- Ability to work independently as well as in a team environment.
- Ability to successfully pass a criminal background check.
- Evenings, weekend and/or holiday work may be required to deliver programs or to provide staff support to events.
- Occasional bending, stooping, reaching, crouching or light lifting (up to 50 lbs).
- Prolonged periods of standing, walking or delivering programs in varying environmental conditions.

Compensation: Compensation will be commensurate with the qualifications and experience of the individual.

Application Instructions:

To apply, email a cover letter and resume to employment@sabot.org. Please add in the email subject line **Event Facilitator**.

Job descriptions are guidelines that attempt to characterize major duties and responsibilities of employees and are subject to change as needs and programs change. At the San Antonio Botanical Garden, they are considered neither inclusive nor exclusive.

The San Antonio Botanical Garden is an Equal Opportunity Employer