



Venue Coordinator

The mission of the Houston Botanic Garden is to enrich life through discovery, education, and conservation of plants and the natural environment. HBG is a recently completed botanic garden that strives to inspire all people to love plants and be good stewards of the natural world. The gardens include a global garden with arid, sub-tropical, and tropical plants; a culinary garden with permanent and seasonal displays; a family garden centered around a lagoon; a woodland event garden; wetlands; and a coastal prairie on a 132-acre site.

The Garden is seeking a **Venue Coordinator** who will report to the Director of Private Events. The ideal candidate is organized; detail-oriented; has experience in vendor relations and event management; demonstrates strong critical thinking and problem-solving skills; and desires to work in a dynamic organization in a stage of rapid growth.

The primary focus of this position is coordinating venue rentals from start to finish. The Venue Coordinator works closely with the Director of Private Events to execute all aspects of the venue rental program. In addition, the position will focus on venue rental sales and bringing in new clients as well as be responsible for venue rental inquiries, site tours and assisting in the coordination and logistics of set-up and break-down of internal and external events at the Garden.

Main Job Responsibilities:

- Act as garden liaison with each party, vendor, and security, facilitating clear communication and smooth event execution.
- Coordinate and assist with set-up and breakdown for internal and external event.
- Keep track of internal and external events via calendar and spreadsheets.
- Respond in a timely manner to all inquiries for private events.
- Conduct on-site tours and consult with potential clients for private events.
- Coordinate the reservation and rental of space.
- Ensure that events begin and conclude according to the event schedule.
- Ensure that the Garden's policies and procedures are upheld during events.
- Complete post-function walkthrough with vendors and function holders to ensure facilities are left clean.
- Manage event assistants and security guards during event.
- Report to the Director of Private Events post event, with recap, concerns, and facility issues.
- Secure buildings and Garden at the conclusion of each event.
- Create checklist, policies and procedures.
- Collect payments and input into Tessitura.
- Design material for the events department and send for approval.

- Actively reach out to prospective clients, make sales calls to new and existing clients, prepare sales action plans and strategies, and maintain database.
- Provide additional support to the events department, as needed.

Qualifications and Experience Requirements:

- 2+ years working in events or hospitality.
- Bilingual in Spanish preferred but not required
- Experience working at a similar cultural institution preferred.
- Proficiency with Microsoft Office software.
- Excellent interpersonal and communication skills with a variety of audiences.
- Must be comfortable working with crowds.
- Ability to work in a fast-paced environment and manage multiple tasks simultaneously.
- Ability to remain calm in stressful situations and help resolve event conflicts with tact and courtesy.
- Ability to exercise sound judgement in performing responsibilities.
- Must be able to work in outdoor weather conditions.
- Must be able to lift event items up to 50 lbs and push/pull event items up to 80 lbs (tables, chairs, boxes, signs, etc.).
- High level of attention to detail, accuracy, and thoroughness.
- Flexibility to work in the evenings and/or on weekends.
- Position subject to passing a criminal background check.

Schedule and Salary :

- Full-time, non-exempt
- Tue- Sat - Weekends and evenings required during event days
- Compensation \$17/hour

Benefits : Medical, dental, and vision insurance, retirement savings match, short term disability, long term disability, and life insurance available for full-time positions.

Application Procedure : Interested candidates should send a resume and cover letter to hr@hbg.org. We will contact those candidates who most closely match our requirements.

Thank you for your interest!