



Event 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 building an organization and a staff to welcome guests to its world-class botanic garden, which opened in the fall of 2020, and to inspire people to love plants and be good stewards of the natural world.

The Garden is seeking an **Event Coordinator** who will report to the Director of Events. The ideal candidate is a self-starter who is organized, detail-oriented, demonstrates strong critical thinking and problem-solving skills, with a proven record of success in vendor relations, event management and large-scale festivals.

The Event Coordinator works closely with the Director of Events to plan and execute all aspects of Garden events. These include, but are not limited to, Garden-wide special events, festival days, annual luncheon, Garden open house, and large-scale private rentals. In addition, the position will focus on creative add-on experiences, recruiting unique vendors, coordination and logistics of set up and break down of events, as well as ways to elevate the guest experience.

Main Job Responsibilities:

- Act as Garden liaison with each event partner, vendor, VIP guest, and security, facilitating clear communication and smooth event execution.
- Coordinate and assist with set up and break down of events.
- Keep track of Garden events via calendar and spreadsheets.
- Ensure that the Garden's policies and procedures are upheld during events.
- Complete post-event walk through with staff and vendors ensuring the Garden is left clean.
- Manage staff, event assistants, event entertainment and security guards during event.
- Report to the Director of Events post event, with recap, concerns, and facility issues.
- Create checklist, policies and procedures for Garden events.
- Coordinate vendor payments, negotiate pricing, draft MOUs/agreements and write run of show.
- Request invoices and input payments into Tessitura.
- Coordinate with other departments on all aspects of the event.
- Research organizations and companies that fit event theme and request donation of products.
- Collaborate with the Director of Events and the Director of Communications and Community Engagement on promoting events.
- Design material for the events including signs, flyers, QR codes, maps etc.
- Run errands and pick-up event materials such as, furniture, food, and linens.
- Provide additional support to the events department, as needed.

Qualifications and Experience Requirements:

- A minimum of 2 years of successful experience managing special events or festivals.
- High school diploma required, some college preferred.
- Experience working at a similar cultural institution preferred.
- Proficiency working with graphic design, ticketing, and website software, including, but not limited to, Adobe InDesign, Canva, Tessitura, and WordPress.
- Excellent interpersonal and communication skills with a variety of audiences.
- Proficiency in conversational Spanish is desirable.
- 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 and/or long shifts.
- Position subject to passing a criminal background check.

Schedule and Salary:

- Full-time, non-exempt
- Tuesday-Saturday, weekends and evenings required during event and festival days. Monday-Friday approx. 5 months
- 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!