



# Production Technician

## Seasonal, Part-Time

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 a world-class botanic garden in the fall of 2020 and to inspire people to love plants and be good stewards of the natural world.

The **Production Technician** is a **seasonal, part-time** position that supports the safe operation and readiness of Garden facilities during *Radiant Nature*, the Garden's annual lantern festival, from **October through March**. This role reports directly to the **Production Specialist**.

The ideal candidate is highly organized, demonstrates strong critical thinking and problem solving skills, is skilled in developing relationships both internally and externally, and desires to work in a dynamic organization in a stage of rapid growth. This is an excellent opportunity for someone looking to grow into the technical and logistical side of event production.

## Main Job Responsibilities:

- Coordinate and fulfill service requests to ensure safe and timely task completion.
- Conduct walkthroughs of trails, restrooms, parking areas, and high-traffic zones to assess safety and operational readiness on show nights.
- Assist with the setup, operation, and breakdown of infrastructure across festival zones (e.g., generators, signage, staging, barricades, lighting, etc).
- Serve as the on-site point of contact for nighttime facilities-related concerns, including power issues or urgent repairs during *Radiant Nature* hours.
- Monitor and coordinate custodial and waste removal vendors to ensure efficient trash collection and restroom servicing.
- Track and restock consumables related to facilities and maintenance (e.g., batteries, light bulbs, cleaning supplies, etc.), and report shortages as needed.
- Support the Production Specialist in escalating repair needs from internal to contracted support.
- Monitor on-site conduct and work quality of contracted labor.
- Inspect infrastructure regularly for accessibility compliance (ADA ramps, pathways, and restrooms).
- Maintain production tools and supplies, ensuring accurate inventory and a clean, organized operations area.
- Document and report incidents, maintenance needs, and observations to inform future improvements.
- Assist with closing procedures across public-facing facilities.
- Perform other duties as assigned.

## Qualifications and Experience Requirements:

- 1+ year of relevant experience in event support, operations, or facilities coordination preferred.
- Familiarity with basic MEP systems (mechanical, electrical, plumbing) a plus.
- Strong attention to detail, with the ability to multitask in a dynamic, outdoor environment.
- Ability to lift and carry up to 50 lbs (e.g., tables, boxes, ground protection mats, etc.)
- Excellent interpersonal and communication skills, both written and verbal.
- Proven work experience in project and facility management
- Ability to work in outdoor weather conditions, including heat, cold, wind, rain and humidity.
- Willingness to work flexible hours, including evenings, weekends, and holidays, and adapt to changing conditions.
- Position subject to passing a criminal background check.

## Schedule and Salary:

- Hourly wage of \$18.00/hour
- Starts as a seasonal, part-time role at 29 hours per week, with the opportunity to move into full-time as festival operations ramp up
- Evening, weekend, and holiday hours required

## Application Procedure:

Interested candidates should send a resume and cover letter to [hr@hbg.org](mailto:hr@hbg.org). We will contact those candidates who most closely match our requirements.

**Thank you for your interest!**