



Event Specialist

The mission of the Houston Botanic Garden is to enrich life through discovery, education, and conservation of plants and the natural environment. The Garden 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 Specialist** who will report to the Director of Events and Visitor Experience. 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 Specialist works closely with the Director of Events and Visitor Experience to plan and execute all aspects of Garden events. These include, but are not limited to, Garden-wide special events, festival days, annual luncheon, 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:

- Lead the planning, coordination and execution of large-scale festivals and signature Garden programming, ensuring exceptional guest experiences and operational excellence.
- Act as Garden liaison with each event partner, vendor, VIP guest, and security, facilitating clear communication and smooth event execution.
- Provide work direction to staff, event assistants, volunteers and event entertainment while fostering a collaborative, guest-focused event environment.
- Manage and assist with event set up and break down, ensuring timely execution.
- 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 ensuring the Garden is left clean.
- Report to the Director post event, with recap, concerns, and facility issues.
- Create checklist, policies and procedures for Garden events.
- Build and maintain relationships with vendors as well as coordinate vendor payments, negotiate pricing, draft MOUs/agreements and create run of show.
- Request invoices, input payments and work with Tessitura team on event ticketing.
- Oversee timelines and coordinate with other departments on all aspects of the event.

- Research organizations and companies that fit event theme and request in-kind donation of products and complete documentation.
- Collaborate with 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.
- Other duties as assigned.

Qualifications and Experience Requirements:

- A minimum of 3-4 years of successful experience in event planning, festival production or managing large-scale events.
- High school diploma/GED 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 is strongly preferred.
- Excellent interpersonal and communication skills with a variety of audiences.
- Proficiency in conversational Spanish is desirable.
- Must be comfortable working with crowds and general public.
- 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.
- Flexible schedule required, including evenings, weekends, and holidays, based on event programming needs.
- Position subject to passing a criminal background check.

Schedule and Salary:

Full-time, salaried, non-exempt

- Tuesday-Saturday, with some evening availability required during events. Festival events on Sundays are mandatory, currently 6 per year.
- Compensation range \$18.00 - \$19.50 per hour depending on experience

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!