



## Production Scheduling Coordinator

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 a **Production Scheduling Coordinator** to manage staff scheduling, coordinate production activities, and oversee set up and break down operations. The candidate will also be responsible for ensuring adequate staffing, approving hours and ensuring operational goals are met safely and efficiently. This position reports directly to the Production Specialist in the Operations Department. The ideal candidate is organized, attentive, detail oriented, demonstrates strong 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.

### Main Job Responsibilities:

- Coordinate part-time staff resources to assist with Garden-wide event set up and break down, ensuring timely execution.
- Serve as the point of contact between Production, Events and Facilities & Grounds staff and supervisors across departments.
- Create and maintain part-time and temporary/seasonal staff work schedules.
- Coordinate staffing levels based on production demands and event requirements.
- Adjust schedules to accommodate callouts, overtime, and operational changes.
- Provide direct operational support by covering shifts, when necessary, due to employee absences or staffing gaps.
- Communicate schedule updates to staff and supervisors.
- Monitor workflow to ensure tasks are completed on time and according to standards.
- Assist staff with creating event layouts if needed.
- Maintain inventory, condition, and location information for Garden resources such as furniture and event equipment.
- Act as a positive ambassador for the Garden at all times.
- Maintain a safe and welcoming environment for all visitors.
- Provide additional support to the events and production departments, as needed.
- Other duties as assigned.

## Qualifications and Experience Requirements:

- High school diploma/GED required; some college preferred.
- At least 1 year of experience working in scheduling, production coordination, logistics, or workforce management.
- Proficiency with Office software and ability to learn ticketing systems and POS software (Tessitura and Shopify); existing knowledge a plus.
- Experience working at a similar cultural institution preferred.
- Proficiency in conversational Spanish is desirable.
- Ability to work in a fast-paced environment and manage multiple tasks simultaneously.
- Ability to remain calm in stressful situations and help resolve 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.).
- Current, valid driver's license required; ability to operate golf carts is necessary.
- 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:

- Hourly, part-time (potential for full-time)
- \$16 - \$17.50/hr
- Position requires flexibility for events and programming. Schedule for confirmed days and times available upon inquiry.

## Benefits:

Medical – including \$0 staff plans, dental, and vision insurance, retirement savings match, short term disability, long term disability, and life insurance available. Access to paid professional development opportunities. Discounts on food, beverages, and merchandise. Complementary tickets for Garden admission including special events.

## 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!**