



Production Supervisor

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 Supervisor** who will report to the Deputy Director & CFO and oversee production and technical aspects of public programming, exhibitions, and keystone festivals, including the flagship ***Radiant Nature*** festival. This position leads the Production Team in coordinating multi-departmental logistics, supervising seasonal and contract staff, managing vendor relations, and ensuring the safe, timely, and high-quality execution of events and installations across the Garden.

The Production Supervisor functions as an on-the-ground leader — responsible for aligning teams to deliver exceptional visitor experiences while protecting the Garden's assets, brand, and mission.

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:

- Serve as the Production Lead throughout the 22-week run of *Radiant Nature* (from load-in to load-out), overseeing all back-of-house production operations and ensuring smooth coordination across departments and partners.
- Supervise the Production Team—including full-time, part-time, and seasonal staff such as the Production Coordinator, Production Technician, Visitor Services Assistants, and Festival and Parking Stewards—while liaising with contracted custodial, security, and medic leads.
- Recruit, hire, and train a seasonal team of 30+ staff; review and approve payroll, performance documentation, and consistent communication to support accountability and morale.
- Oversee production timelines, run-of-show documents, and load-in/load-out plans in coordination with internal departments and external partners.
- Supervise technical production infrastructure and vendor partnerships, including power distribution, lighting, equipment rentals (generators, lifts, and ground protection), and contracted production services; manage vendor agreements to ensure clear deliverables, insurance compliance, timely payments, and safe, efficient operations during large-scale events.
- Monitor sales orders, invoices, submit payments, and maintain accurate expense reporting.

- Oversee the production, and installation of signage, sponsorship deliverables, and Bloomberg Connects digital content in partnership with Communications and Horticulture to ensure botanical accuracy and brand alignment.
- Support exhibit design and cross-site activations associated with *Radiant Nature* (e.g., Hobby Airport, The Galleria, Asia Society), coordinating installation logistics and partner communication.
- Ensure site safety and closure, verifying that all production areas are cleared, equipment secured, and Garden standards upheld.
- Assist various departments with production logistics for additional Garden events throughout the year.
- Act as a positive ambassador for the Garden, maintaining a safe, professional, and welcoming environment for all visitors, staff, and partners.
- Perform other duties as assigned.

Qualifications and Experience Requirements:

- Minimum 3-5 years of event or production management experience, preferably within cultural institutions, performing arts, or large-scale festivals.
- Minimum of HS diploma/GED with some college preferred but not required.
- Proven leadership experience supervising multi-level teams and contractors.
- Strong organizational, communication, and problem-solving skills.
- Ability to prioritize multiple tasks in a fast-paced, high-stakes environment.
- Excellent customer service skills.
- Proficiency with Microsoft Office, Point of Sale software. Experience with CRM software preferred.
- Flexibility to work at varying times, including evenings, weekends, and holidays during event seasons.

Schedule and Salary:

- Full-Time, Salaried exempt
- Annual Salary Range: \$49,920 - \$54,080
- During Radiant Nature (Nov – Feb): Thur – Mon; evenings and holidays included
- Radiant Nature Off-Season (Mar – Oct): Monday - Friday

Working	Conditions/Physical	Requirements
• This position involves a combination of office-based and field-based work, with responsibilities generally divided between indoor office duties and outdoor operational activities. • Ability to lift and carry materials, equipment, and supplies weighing up to 25 pounds on a regular basis.		

- Ability to push and pull up to 50 pounds as required.
- Ability to frequently bend, stoop, crouch, kneel, reach, and twist while performing job duties.
- Ability to remain standing and walking for extended periods.
- Ability to work in a variety of environmental and weather conditions.
- Frequent interaction with visitors, guests, customers, and the general public, including working in close proximity to individuals and large crowds.
- Work may be performed in outdoor environments where exposure to wildlife, insects, and natural elements is common.
- Position may require working in high-traffic public areas and maintaining situational awareness in dynamic environments.
- Ability to perform the essential functions of the position with or without reasonable accommodation.

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!