

Special Events Coordinator

Put your passion for the desert to work. To apply for an open position, please forward resume and letter of interest to hr@dbg.org, fax to: 480.481.8173, or mail to:

Human Resources
Desert Botanical Garden
1201 N. Galvin Parkway
Phoenix, AZ 85008

Full-time, Non-exempt

The Special Events Coordinator will assist the Special Events & Venue Rental Manager & Special Events Coordinator in development, management and execution of specific special events for the purpose of driving revenue, while meeting the needs of Garden Members and attracting a new diverse audience to the Garden.

Duties and Responsibilities:

- Develop, plan and execute Garden special events including – but not limited to - Garden Mixtape, be co-leader of the Dia de los Muertos, Chiles and Chocolate, Flutterfest and Agave on the Rocks. Develop and manage the budget of noted events.
- Provide administrative, planning and execution support for Devour Culinary Classic.
- Plan, execute and act as the Garden point person for the annual Ballet Arizona performances at the Garden.
- Assist the Director of Event Services, Special Events & Venue Rental Manager and Special Events Coordinator with day-of execution of other special events, including – but not limited to – Music in the Garden, Dogs' Day, Strange Garden, Chiles & Chocolate, Garden Happy Hour, Think + Drink, Corks & Cactus, Dinner on the Desert and other events.
- Collaborate with the Director of Event Services, Special Events & Venue Rental Manager and Special Events Coordinator to select and manage nightly Las Noches de las Luminarias entertainment lineup.
- Assist with the entertainment and programming selection and management for other Garden special and internal events, including – but not limited to – exhibit openings, conferences, fundraisers and other special event projects as assigned.
- Provide assistance and support with the annual Dinner on the Desert auction.
- Contribute to interdepartmental planning meetings for the assigned events, in addition to managing interdepartmental communication (when necessary) for those events.
- Scout and rotate new trends and talent in order to keep events and concert lineups fresh. Desire to keep Desert Botanical Garden at the forefront of local and national entertainment.
- Negotiate performance and vendor fees to adhere to budget constraints and prepare contracts to confirm booking.
- Assist when needed with other duties within the Event Services Department including Facility Rental, Beverage and Group Tours.

- Collaborate with the Marketing Department, when necessary, to determine intended audience, paid & unpaid advertising opportunities and media coverage needs.
- Work with the Marketing Department in the creation and editing of postcards, inserts/fliers, banners, press releases and other collateral for the purpose of event marketing.
- Work closely with the Volunteer Manager to determine the volunteer needs and positions for your respected events.
- Collaborate with Volunteer Managers to assist with semi-annual Special Events Volunteer Training and provide information for Garden special events.
- Oversee execution the day of each special event to ensure setups are performed properly, vendors are greeted and directed, the event is successful and cleanup is done appropriately.
- Utilize guest survey results and evaluate the success of each special event in terms of attendance, revenue and audience reached.
- Other duties as assigned.

JOB REQUIREMENTS:

1. Bachelor's degree in Nonprofit Leadership, Tourism Management, Parks and Recreation Management or related field preferred.
2. Minimum of 1-2 years' experience in event coordination or related field, such as hospitality or customer service. Marketing and volunteer management experience preferred.
3. Excellent communication skills and willingness to work as part of a team.
4. Ability to work evenings and weekends as required.

Desert Botanical Garden is an Equal Opportunity Employer and considers all applicants without regard to race, religion, color, sex, gender identity and/or expression, sexual orientation, marital or parental status, age, national origin, veteran status, disability, or any other status protected by law.

The Garden fosters and supports workplace diversity, equity and inclusion to honor the unique perspectives, experiences and contributions of all, to celebrate successes and to cultivate individual and institutional excellence.

The benefits of regular employment at Desert Botanical Garden include a stunning environment, competitive benefits package, complimentary family membership, employee cultural exchange, wellness initiatives and discounts.