

Event Operations Assistant (Evening Shift)

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

The Event Operations Assistant helps ensure the success of events, facility rentals, workshops, meetings and classes offered at the Garden by supporting services to departments and guests.

DUTIES AND RESPONSIBILITIES:

- Ensure each event space is clean prior to, during and after each event. This includes floors, counter/table tops, fixtures, restrooms and the removal of debris, recyclables and trash.
- Set up and break down tables, chairs, event equipment and structures in a timely and orderly manner, carefully handling equipment and adhering to safety standards and practices.
- Set up and break down audio/visual equipment for events, programs and facility rentals; have ability to do minor troubleshooting with equipment hardware.
- Assist Beverage Department staff with bar set ups and break downs prior to, during, and at conclusion of events. This includes assisting throughout the event with trash, recycling or supplies.
- Assist the Exhibits Department with the installation and de-installation of temporary art exhibitions.
- Assist staff and guest deliveries of additional equipment and/or supplies to designated areas.
- Operate motorized cart to move furniture, equipment, supplies and structures in a safe manner.
- Provide exemplary customer service to Garden staff, volunteers, clients, guests and vendors.
- Ensure that the needs of staff, volunteers, clients, guests and vendors are met throughout the duration of those events.
- Keep venue staging areas organized and clean, with only required equipment and furniture staged. Maintain accessibility and uphold fire-code. This includes the area behind the Butterfly Pavilion, *Dorrance* Hall and *Ullman* Terrace.

- Perform basic grounds-keeping tasks when necessary; sweeping, raking, cleaning to maintain venues at presentation quality. Detect, report or fix any damages or irregularities in the Garden, with a particular responsibility for venue spaces.
- Use email communication systems and utilize work request submission system.
- Use experience and knowledge to fill in at meetings representing Setup Staff when needed.
- Operate Garden vehicles off-site when required.
- Operate heavy machinery after completing certification and training, such as forklift.
- Advise seasonal staff and act in a mentorship role; facilitate communication between crewmembers and coordination of responsibilities.
- Lead progress on long-term projects or installations while balancing daily responsibilities as dictated by the setup report.
- Perform related general tasks as requested by the Event Operations Manager and Event Services Staff.

JOB REQUIREMENTS:

1. Must work the evening shifts.
2. Must work weekends (Friday - Sunday).
3. Must be able to operate a motorized vehicle and have a valid driver's license.
4. Must be at least 19 years older.
5. Must be able to lift 75 pounds.
6. Able to stoop, bend, squat and stand for long periods of time.
7. Must be able to work outdoors in extreme temperatures and inclement weather.
8. Must have good communication skills and ability to manage time to complete tasks by time required.
9. Must possess exemplary customer service skills.

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.