

## **Event Operations Seasonal Assistant**

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](mailto:hr@dbg.org), fax to: 480.481.8173, or mail to:

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

Seasonal (*Feb. 2020 - May 2020*).

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

### **Duties and Responsibilities:**

- Ensure that 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, recycling material and trash.
- Set-up and breakdown tables, chairs, event equipment and structures in a timely and orderly manner, carefully handling equipment and adhering to safety standards and practices, as directed by weekly event schedule.
- Set up and break down audio/visual equipment for events, programs and facility rentals; have ability to do minor troubleshooting with equipment.
- Assist Beverage Department staff with bar set-ups and breakdowns prior to and during events. This would include any assistance needed throughout the event regarding trash, recycling, or assistance with ice and supplies.
- Deliver beverages and ice to events when requested and return at event's conclusion. Maintain an accurate inventory.
- Assist the Exhibits Department with the installation, de-installation, and maintenance of temporary art exhibitions.
- Transport, install, or assist with décor placement in venues for events as requested by the Event Coordinator or Operations Manager, including wrapping trees with string lights, running streamers of paper, installing string lights on roofs, piping and draping, placing and collecting linens, and other assorted tasks.
- Assist staff and guest deliveries of additional equipment and/or supplies to designated areas.
- Operate motorized cart to move all necessary 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 storage areas organized and clean, with only required equipment and furniture staged.
- Perform basic grounds keeping tasks when necessary; sweeping, raking, cleaning to maintain venues at presentation quality.
- Answer a variety of radio calls for assistance from Garden Staff and Volunteers, provide quick and polite service.
- Perform related general tasks as requested by the Event Operations Manager and Event Services Staff.

**Job Requirements:**

1. Must be able to operate a motor vehicle and have a valid driver's license
2. Must be 19 years of age in order to transport alcohol as part of job requirements.
3. Able to lift 75 pounds
4. Able to stoop, bend, squat and stand for long periods of time
5. Able to climb ladders, and work safely with heights, including work on rooftops.
6. Must be able to work outdoors in extreme temperatures and inclement weather
7. Must have good communication skills and time management
8. Able to work evenings, weekends and a variety of shifts; including shifts which may extend beyond 8 hour lengths when high volume necessitates.
9. Must possess exemplary customer service skills

Reasonable accommodation may be made, where necessary, to allow a qualified individual to perform essential job functions.

---

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.