

TOWER HILL

BOTANIC GARDEN

EDUCATION & EVENTS ASSISTANT

Tower Hill Botanic Garden's mission is to inspire the use and appreciation of horticulture to improve lives, enrich communities and strengthen commitment to the natural world. Our core values are Learning, Stewardship, Sustainability, Inclusivity, Joy and Excellence. Our vision is to build on Tower Hill Botanic Garden's unique vantage point atop Tower Hill in Central New England. We will grow our gardens and programs to connect with new audiences and deepen our relationship with those who know us. Our gardens will become a must-see destination drawing visitors from near and far. We will strive to become a collection of people and plants that can make a difference beyond our boundaries. We will work with others to develop and disseminate plant-based solutions to societal issues. Finally, we will lead some of those efforts to build a better world with plants and people.

RESPONSIBILITIES:

This position provides support for three major areas of programming at Tower Hill: Exhibitions and Events; Adult Education; and School, Youth and Family Education. The position is part-time and requires a regular schedule working on Friday, Saturday and Sunday.

Education

- Provide logistical support for weekend programs, including, but not limited to, assisting instructors with set up and clean up, signing in registrants, introducing instructors, and distributing and collecting evaluations developed by manager.
- Assist with the preparation for and implementation of weekday school field trips and other school-age group visits to Tower Hill, including helping to prepare, gather and organize materials, contact schools and support education staff.

Exhibitions and Events

- Assist Exhibitions and Events Coordinator
 - Provide logistical support for special events on weekends, including, but not limited to, assisting instructors with set up and clean up, signing in registrants, introducing instructors and distributing and collecting evaluations developed by coordinator.
 - Assist with presenters and art installation, set up, storage and shipping.
- Assist with event setup and support.
- Assist with follow-up calls and logistics for Fall Fest, Winter in Bloom and other special events.
- Provide support during large events, both inside and outdoors.

SCHEDULE:

- Friday, Saturday and Sunday.
- Occasional evening work required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Must be able to lift 25 lbs, occasionally.
- Must be able to work both indoors and outdoors.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in education, liberal arts, communications, museum studies, or related field preferred.
- 2-3 years' experience working with the public in an educational or visitor service capacity, preferably in a museum setting.
- Exceptional interpersonal and communication skills, working in a team environment with a variety of personalities and backgrounds.
- Well organized and highly motivated.
- Ability to organize and manage multiple details and priorities.