

Private Events Specialist

New England Botanic Garden at Tower Hill, PO Box 598, Boylston MA 01505 508-869-6111

Direct Manager:	Manager of Events		
Department/Group:	Events	Job Category:	Non-Exempt Full-time Permanent
Location:	Boylston, MA	Travel Required:	Occasional
Salary or Rate Range:	\$22.83-\$23.55 per hour	Apply at:	https://nebg.isolvedhire.com/jobs/
Date posted:		Posting Expires:	

New England Botanic Garden at Tower Hill believes diversity in nature promotes a healthy, vigorous garden. We believe that diversity among our staff promotes a healthy work environment and a vigorous organization. We recruit, employ, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. We believe in diversity of race, gender identity, sexual orientation, religion, ethnicity, national origin, ability, and all the other traits that make us unique. New England is an equal opportunity employer.

NEBG at Tower Hill does not require its staff to be vaccinated for Covid-19, but we urge everyone to receive an updated dose as they become available to protect themselves and each other.

The Private Events Specialist is expected to carry out the responsibilities of the job in ways that support NEBG at TH's mission and to its commitment to creating a diverse and welcoming organization.

- Being welcoming to all staff and the public
- Be respectful of staff differences and preferences
- Use gender neutral communication styles
- Respect everyone's pronouns
- Attend IDEA workshops and training sessions
- Make efforts to support a diverse work force.

Responsibilities

- Respond to all photoshoot, meetings, group visits/tours, social inquiries and potential leads via phone, email, website, or in-person meetings and arrange tour of the venue.
- Together with the Manager of Private Events, develop and implement annual sales plan to meet net budget goals.
- Together with the Manager of Private Events, develop and implement annual marketing plan for meetings and social events.
- Sell, book, and coordinate all details of photoshoots, meetings, group visits/tours, and social events.

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- Direct all day-of event details for meetings and social events related to timeline, décor, setup, breakdown, and vendors or ensure appropriate day-of coverage.
- Generate proposals, prepare invoices, secure contracts, and collect payment from clients per contract deadlines.
- Assist with branding and development of the Private Events department related to meetings and social events by keeping up with industry trends.
- Coordinate with client's collective vendors to ensure venue's policies and procedures are followed.
- Network and secure relationships with new vendors to enhance client's experience.
- Provide fiscal accountability through event rental rates and cost analysis of departmental budget.
- Assure proper inventory, setup and troubleshoot audiovisual equipment provided by NEBG at TH.
- Conduct post-event evaluation to improve quality and efficiency of event operations.
- Review contracts and rental collateral related to meetings and social events on a regular basis to ensure all relevant information is included.
- Other duties as assigned.

Leadership and Interpersonal Relations

- Communicate all pertinent details of events to appropriate internal departments, staff members, clients, and vendors.
- Understands the goals of and works with internal departments to develop and implement ways to increase mission awareness among rental clients.
- Assists in the planning and execution of interdepartmental projects and events.
- Participates in staff committees

Supervision and Training

- Supervise and assist with training day-of event staff to adequately ensure the security of NEBG at TH, its buildings, and grounds.

Schedule

The Events Specialist position is hourly and non-exempt from overtime. The standard work schedule for this position is 40 hours per week. The schedule will be flexible to account for the varying event schedule and will include weekends and evenings.

Education and Experience

- 1-3 years of relevant experience or a degree in a hospitality-related field, preferred
- TIPS or ServSafe Alcohol certified or the ability to acquire by start date.
- Familiarity with audio visual equipment, preferred.
- Experience with CRM software, preferred.

Physical Demands / Working Conditions:

- Must be able to lift 25 pounds and work outdoors in all seasonal extremes.
- Must be able to bend, squat, kneel, stand, and walk for extended periods of time and to navigate uneven grounds and stairs evenly.
- Must be able to work with appropriate computer and communications equipment.

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Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.

Safety

- Works with an awareness of surroundings and vigilant to any possible threat to the safety of staff and the public, or to NEBG at TH property. Ensures all concerns are reported promptly.
- Reports all accidents and injuries immediately to an immediate supervisor and/or Chief Financial & Operations Officer, or designee.
- Complies with provisions of the current Employee Handbook, all published personnel policies, and the requirements of the job description.