

# Private Events Assistant

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

<b>Direct Manager:</b>	Manager of Private Events, and day of Private Events Lead		
<b>Department/Group:</b>	Private Events	<b>Job Category:</b>	Non-Exempt Part-time Seasonal
<b>Location:</b>	Boylston, MA	<b>Travel Required:</b>	N/A
<b>Salary or Rate Range:</b>	\$19.67 per hr	<b>Apply at:</b>	<a href="https://bit.ly/nebg-jobs">https://bit.ly/nebg-jobs</a>
<b>Date posted:</b>	3/3/2025	<b>Posting Expires:</b>	

The Private Events Assistant is expected to carry out the responsibilities of the job in ways that support NEBG's mission and 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

## Responsibilities

- Greet client contacts, review timeline, confirm all contracted resources are available.
- Manage set-up and break-down of event equipment (tables, chairs, audio visual).
- Greet and direct vendors and event guests.
- Cue vendors to adhere to developed timeline.
- Monitor event guests and vendors to ensure compliance with Garden policies.
- Troubleshoot as needed. Including any technology provided for the event
- Responsible for security of keys, building, and property. This may include securing the building and property at night after an event.
- Know and follow emergency protocol.
- Documentation of event through checklists and paperwork.
- Must be able to communicate clearly in writing and in conversation.

## Leadership and Interpersonal Relations

- Must be comfortable with representing NEBG and enforcing their policies.
- Must be confident in dealing with clients and vendors
- Able to take a lead role in event support
- Must get to know and be comfortable working with permanent NEBG staff including those in the facilities and visitor services departments.

## Supervision and Training

- TIPS or ServSafe Alcohol certification. NEBG will provide access to training if needed.

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## Schedule

- The Private Events Assistant position is paid on an hourly basis and is not exempt from overtime. The work schedule for this position is primarily nights and weekends. However, the schedule may be flexible to suit the needs of the organization. Shifts can average 9 hours. Shifts over 6 hours will include an unpaid 30-minute meal break.
- Event assistants can expect to work as few as 1 event to as many as 3 events per week and must be available for occasional on-call shifts.

## Education and Experience

- At least 18 years old.
- High School diploma or GED required.
- Experience in customer service, event support, hospitality or other relevant job experience is preferred.

## Physical Demands / Working Conditions:

- Must be able to lift 20 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.

*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 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.

In addition to being an Equal Opportunity Employer, NEBG at Tower Hill aims to create an inclusive workplace that values each member of our team. We aspire to reflect and serve our visitors as well as the communities of Worcester County, Massachusetts and New England.