



The Garden is looking for people to help assist with our upcoming Fall and Winter event season! These positions are seasonal. This includes but is not limited to our annual Gala, Botanical Not So Scary Halloween, and Shine: Our Holiday light show.

Depending on your skills, you may be offered other times to help with setup before, and after the event. We are looking for people who are extra friendly, excited about the events, willing to go the extra mile, and helpful.

Pay ranges from \$10-\$12 depending on experience

The following describes some of the duties you may be asked to do while employed as a seasonal employee:

Duties and Responsibilities:

- Ensure that each event space is clean before, during and after each event. This includes floors, tables, restrooms, and removing debris, recycling material, and trash.
- Set-up and break down tables, chairs, event equipment, and decor.
- Set up and break down audio/visual equipment for events, programs and facility rentals; have ability to do minor troubleshooting with equipment.
- Assist the Concessions Department staff with bar and food set-ups and breakdowns. This would include any assistance needed throughout the event regarding trash, recycling, or assistance with ice and supplies.
- Assist staff and guest deliveries of additional equipment and/or supplies to designated areas.

Job Requirements:

1. Able to stoop, bend, squat, and stand for long periods of time
2. Able to climb ladders, and work safely with heights.
3. Ability to lift tables and chairs.
4. Must be able to work outdoors in extreme temperatures and inclement weather
5. Able to work evenings, weekends and a variety of shifts; including shifts which may extend beyond 8 hour lengths when high volume necessitates.
6. Must possess exemplary customer service skills

Listed below are the seasonal events you will be asked to work and their respective dates:

1. Gala in the Garden
  - a. September 10th-16th
2. Botanical Not So Scary Halloween
  - a. October 24th-28th
3. Shine
  - a. December 4th-28th
    - i. Specific job descriptions:
      1. Ticket Booth-
        - a. Give out wristbands, check and collect tickets (Pre Purchase), Give out maps, explain event and where to find everything, check off demographics sheet, troubleshoot ticket problems, pick up trash
        - b. End of night, make sure all cash is given to the point person, all tickets are bundled and counted. All supplies go into tote and taken back to farmhouse
        - c. Empty trash cans and take trash to dumpster
      2. Parking-
        - a. Must be 16 or older. Help set out signs and cones, direct cars to free spots, and stop cars for pedestrians. End of the night: take down signs, gather cones, put cones and signs into designated spots, and take into farmhouse- vests, hats, flashlights, and aprons.
        - b. Direct visitors to correct entry and crosswalk.
      3. Gift Shop-
        - a. Help staff to sell merchandise, keep merchandise tidy and restock as needed. Clean up trash around the area.
      4. Drink Sells
        - a. Sell hot cocoa, apple cider, and alcoholic beverages to guests

Please send your resume to [publiceventscbg@gmail.com](mailto:publiceventscbg@gmail.com)