



Private Events Coordinator

Columbus Botanical Garden (CBG) celebrates the beauty, inspiration, and wonder of the natural world, educating current and future stewards of its care. We are seeking a Part-Time (25-30) or Full-Time (32-40 hours) Coordinator. This team manages from start to finish all private venue rentals - weddings to dinners or luncheons, and other celebrations in which our facility and grounds are rented. The ideal fit enjoys the beauty of nature and creative design; has a positive attitude, good judgment, excellent communication, and superior client & vendor relations. They thrive on representing the Garden professionally and with a collaborative, forward-thinking, and constructive approach. This position reports to the Director of Events & Sales and provides growth to the Private Events department, and excellence in service with clients, vendors, and fellow coworkers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Promptly engage with client inquiries, questions and provide venue tours
- Manage client bookings, contract signing, and contract adherence
- Build relationships with vendors and order outside rentals as needed (linens, tents, etc.)
- Assist with streamlining business processes and client management, along with keeping Private Event documents up-to-date
- Maintain inventory of venue rental materials and decor
- Oversee the set-up of tables, chairs, and linens for events - along with strike
- Provide insight into our venue marketing plan – including creation and updates to marketing materials
- Conduct and maintain current market research relevant to private venue rentals and clients
- Participate in development plans and facility operation needs as they pertain to private events
- Provide oversight and management of garden photography session offerings
- Schedule venue rental support staff as needed (contracted onsite event coordinators, security, etc.)
- Assist with oversight of rental budget and financial reporting
- Detail facility maintenance and updates needed with the Operations team to provide client and guest safety, and to maintain venue facilities
- Behave & communicate in a manner that promotes and fosters a culture of teamwork, cooperation, and respect throughout the Garden with all employees, supervisors/managers, volunteers, visitors, and others.
- Follow and adhere to established policies and procedures, including but not limited to Employee Handbook, Garden Safety Guidelines, and Department Policies.
- Attend staff meetings and other staff initiatives.
- *During Garden special events such as Gala, Daylily Fest, SAMposium, SHINE, etc. additional hours will be required and **will include evenings.***
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- High School Graduate, College Degree preferred
- One year prior experience with private event coordination or relevant experience
- Proficient Microsoft Office skills
- Excellent written and verbal communication as well as capability to professionally respond to and interact with stressed clients or difficult situations
- Strong organizational skills
- Must be able to stand and exert well-paced mobility for up to 8 hours in length
- Ability to lift and carry up to 30 lbs in the form of tables, chairs, and other venue equipment as needed
- Good judgment and ability to make sound decisions on short notice
- Flexible to work some weekends or evenings
- Positive attitude and focus on team collaboration

Key Employee competencies/behaviors desired:

- Exemplifies the Garden's Core Values
- Communicates in a manner that gains the trust and support of others at all levels.
- Works effectively with others despite differences of opinion and style; builds alliances.
- Has a tolerance for opposing points of view, cultures, and lifestyles.
- Strives for collaboration. Works cooperatively, as a positive contributor to the team.
- Demonstrates a positive attitude and shows kindness in all workplace interactions.
- Makes decisions appropriate for level of responsibility.
- Can effectively adapt to change; can shift gears comfortably; is flexible, and embraces change with a "can-do" attitude.
- Is self-aware; knows personal strengths and weaknesses; seeks feedback and is open to negative feedback as an opportunity for improvement.
- Is cool under pressure; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; is a settling influence during a crisis.
- Recognizes problems, constructively identifies and articulates solutions.
- Picks up garbage when it is seen regardless of position.
- Follows safety guidelines to ensure a safe working environment and consistently demonstrates safe work behaviors.
- Is welcoming of new hires.

HOW TO APPLY:

To Apply: Please submit a cover letter or statement of interest, résumé, and three references. Submit by email to Jobscbg@gmail.com. No phone calls please.

We will begin to review complete applications that provide all three items requested immediately, and continue until the positions are filled.

Columbus Botanical Gardens is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients. We are an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. We are 501(c)3 organization #58-2497596.