Special Events Coordinator – part time (arboretum 2017)
Position Title: Special Events Coordinator
Department: Guest Services / Events (040201)

Objective
Holden Forests and Gardens (Holden Arboretum & Cleveland Botanical Garden) has one position available for a part time Special Events Coordinator in our Guest Services / Events department. We are seeking a specials events professional to join our Guest Services team.

Supervisor
- Director, Guest Services & Events
- Works with Guest Services and other Departmental Staff
- Works with Volunteers
- Works with Vendors

Work Location
- The Holden Arboretum – Kirtland, Ohio – less than 30 miles east of Cleveland.
- Encompassing more than 3,600 acres of cultivated gardens, woody plant collections and natural forested areas
- The Holden Arboretum / Cleveland Botanical Garden recently integrated, making the organization the 12th largest public garden in the United States

Responsibilities (include, but are not limited to)
- Assist with the production, management and oversight of assigned Arboretum special events
- Assist with design, concept and development of event themes
- Provide planning assistance
- Assisting with the developing and monitoring of events budgets
- Assisting with event production schedules and timelines
- Recruit relevant staff, volunteers, organizations, sponsors, vendors
- Preparing event final reports and evaluations.

Qualifications
- Experience in event planning / production
- Experience in people and project management
- Experience in budget planning/monitoring.
- Hospitality management experience and non-profit experience a plus
- Ability to effectively solve medium to complex problems
- Ability to effectively manage multiple tasks
- Highly skilled at speaking, writing and understanding the English language.
Requirements

- Acceptable driving record (3 points or less)
- Must pass a criminal background check and substance screening

Physical Demands

Must be able to perform with or without reasonable accommodation:

- Stand and/or sit for extended periods of time
- Transport oneself by foot over a variety of terrain that may be wet, slippery, uneven or rocky.
- Regular lifting and carrying up to 50 lbs.
- Kneeling, bending, stooping, grabbing and reaching
- Work outdoors where the ambient temperature spans 0 - 100 degrees Fahrenheit.
- Independent decision making.
- Work independently as well as on a team

Work Environment

- Primarily weekdays; must be available evenings / weekends as assigned events require
- Approximately 25 hours per week (may vary based on timing of events)
- Hourly, non-exempt

Wages: $15.00 per hour

Apply

Review of applications will begin immediately and continue until the position is filled.

Qualified applicants should submit a resume online: https://home.eease.adp.com/recruit/?id=15536111

Posting Date: February 2017
Closing Date: Until Filled

Holden Forests and Gardens (Holden Arboretum / Cleveland Botanical Garden) is an Equal Opportunity Employer committed to hiring a diverse and talented workforce. We seek skilled, knowledgeable and experienced individuals to join our staff and enhance our reputation as one of the country’s foremost arboreta.