

MARIE SELBY BOTANICAL GARDENS



Position: Events Assistant
Reports to: Special Events and Facilities Manager
Status: Nonexempt/ Full-time
Location: Alternate between Downtown Sarasota and Historic Spanish Point campuses

POSITION SUMMARY

The Events Assistant position provides various levels of support to the Events team. This position is an on-site contact for all assigned events including but not limited to Selby Gardens' in-house and community events; includes contracted private receptions, weddings and public and corporate events. The primary function of the position is to assist with setup and breakdown of in-house and community events and to facilitate logistics with the events team, on-site caterer, vendors and private event coordinators of contracted events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Setup and breakdown of Selby Gardens in-house and community events including but not limited to setup and breakdown of tables and chairs (indoors and outdoors), transporting and placement of events materials including boxes, decor, flowers and liquor
- Placement and removal of event, sponsor and directional signage
- Monitors and directs vendors and guests
- Serves as the on-site Events staff representative and is present for the entirety of all assigned events
- Ensures safe and efficient oversight assistance of events
- Checks post event venue spaces for any remaining events materials and decor, disposes of trash and checks for potential damage deposit deductions
- Ensures guests, clients, caterers and event vendors abide by all Selby Gardens rules and notifies senior management of any unusual circumstances, safety issues, and/or damages to the property
- Troubleshoots any situation to the satisfaction of the contract private event coordinators, clients and guests as much as possible
- Operation of motorized utility vehicles, carts and utility trailers
- Maintains a positive, proactive, solution-oriented demeanor when responding to colleagues or serving members, event professionals, clients and guests
- Other duties as assigned

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EDUCATION AND EXPERIENCE

- High School diploma or GED preferred
- Prior events and/or customer service experience required

QUALIFICATIONS

- Must be able to lift 80 pounds and able to frequently bend, squat, reach, lift, carry, push and pull
- Must maintain a professional, personal appearance and adhere to the dress code requirements
- Ability to adapt to and work well with changing priorities and situations.
- Ability to define and prioritize problems and resolve them quickly
- Positive attitude

EXCELLENT INDICATORS OF A SUCCESSFUL SELBY GARDENS TEAM MEMBER INCLUDE:

- Strong work ethic
- Continuous and eager learner
- Actively lives and communicates the mission of Selby Gardens
- Passion to deliver exceptional service to internal and external customers through attention to detail and innovative methods of saying “thank you”
- Regularly offer innovative approaches to old concepts
- Flexibility and ability to switch gears when needed
- Resourceful, creative, and an initiative taker
- Assumes the best of others
- Approachable, kind, and compassionate
- Genuine authenticity