



Event Specialist Contractor Job Description

Reports To: Operations & Events Director

Employment Status: Part-time Contractor

Salary: \$15/hour, seasonally

About the Arboretum

Houston Arboretum & Nature Center is a nonprofit organization whose mission is *to provide education about the natural environment to people of all ages, and to protect and enhance the Arboretum as a haven and sanctuary for native plants and animals*. Located on the western edge of Memorial Park, this 155-acre urban nature sanctuary encourages visitors to slow down and enjoy the natural world. The Arboretum proudly welcomes over 10,000 school children and 500,000 visitors annually.

Please visit our website for further information on the history, people, and programs of the Arboretum.

<http://www.houstonarboretum.org/>

Job Description

The Arboretum holds special events throughout the year to support the organization's mission of nature education and conservation. These events range from small private experiences to large family festivals. The Event Specialist is an hourly contractor who will support the staff during events and may be asked to run events independently. This position requires evening and weekend hours and semi-heavy lifting of furniture and deliveries.

Duties and Responsibilities

- Smoothly execute events with attention to detail and levelheadedness
- Handle issues quickly and in a professional manner
- Support Event Director and other staff members during large events
- Interact with all guests in a friendly manner, even under stressful situations
- Independently run events and brief supervisor on all details
- Supervise volunteers and vendors, upholding all Arboretum staff standards
- Must be familiar with building layout and trails
- Safely operate golf carts and other Arboretum vehicles
- Collaborate with staff to develop creative, new ideas for ongoing events
- Calmly respond to emergency situations
- Monitor guests upon entering and leaving, and report any suspicious activity to supervisor
 - Should an emergency arise, staff must be able to call 911 and coordinate with authorities regarding the emergency (training will be provided)
- Must be able to lift and setup tables, chairs, glassware and other deliveries
- Work evening and weekend hours

COVID-19 Requirements: All staff will be required to wear face coverings inside buildings and during all interactions with guests, volunteers, and other staff.

Experience and Requirements

- 2+ years of experience in event coordination and/or non-profits
- Must provide references and examples of successful events
- Must pass a background check and be able to work all major events
- Should be friendly, organized, reliable, self-sufficient, outgoing, and patient