

**Job Title: Event Set-Up Staff****Pay Rate:** \$15 per hour

The Memphis Botanic Garden is a 96-acre garden in the heart of urban Memphis. We feature over 30 display gardens, a wide array of educational programming, community & private events, and an outdoor amphitheater hosting major entertainment acts.

The Garden is seeking an Event Set-Up Staff Member to join our team in executing private, community, and internal events at the Garden. This full-time, year-round position reports jointly to our Director & Assistant Director of Rentals.

The successful candidate will be a detail-oriented & reliable professional who enjoys working behind the scenes to ensure excellent client & visitor experience. (S)He will be comfortable working independently and as a team.

Type: Full Time (30-40 hours per week) / Hourly**Reports to:** Director & Assistant Director of Rentals (jointly)**Primary Responsibilities:**

- Sets up & breaks down event spaces
- Moves, secures, installs, builds, loads, and unloads materials
- Performs various physical duties as assigned
- Transports guests via golf cart to event spaces
- Assists with operational duties as assigned, such as trash collection
- Assists multiple departments in executing events
- Maintains safety standards
- Completes other tasks as assigned

Skills / Abilities:

- Able to drive a golf cart
- Able to lift at least 50 pounds frequently
- Able to read written instructions & layouts
- Excellent time management and organizational skills
- Able to receive and follow instructions and communicate with co-workers & the general public

Attributes:

- Positive attitude
- Team-oriented (will work closely with many departments)
- Ethical and Professional
- Reliable / Dependable
- Detail oriented
- Self-accountable to deadlines and objectives

Special Requirements:

- Must submit to and pass a background check and drug screening.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- Must have reliable transportation
- The schedule is dependent on the events calendar. Night and weekend hours are required.
- The position is on-site at the Memphis Botanic Garden.
- Hours & schedule for this position vary between 30 & 40 hours per week depending on the Garden's event schedule.

Benefits:

Full benefits package offered including health, dental, and vision insurance plans, paid sick leave and paid vacation, 12 paid holidays annually, and a 401K match program.

Please email resume and two references to Michael Strickland, Director of Rentals, at Michael.Strickland@membg.org.