

MEMPHIS



BOTANIC
GARDEN

Home of the
Goldsmith Civic Garden Center

Job Title: Event Set-Up Staff

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 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 more than 350 private, community, and internal events at the Garden annually. This part-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. They will be comfortable working independently and as a team.

Type: Part Time (24-32 hours per week) / Hourly

Reports to: Director & Assistant Director of Rentals (jointly)

Pay Rate: \$15 per hour

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.
- Ability to work outdoors in all weather conditions.
- Position requires walking, standing, and occasional lifting up to 50 lbs.
- 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 24 & 32 hours per week depending on the Garden's event schedule.

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

Equal Employment Opportunity Statement:

Memphis Botanic Garden is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, or genetic information.

Physical Demands and Work Environment:

The Event Set-Up Staff position requires frequently lifting at least 50 pounds, standing and sitting for extended periods, and working both indoors and outdoors in various weather conditions as needed.

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it. Duties and responsibilities are subject to change.