Tower Hill Botanic Garden believes diversity in nature promotes a healthy, vigorous garden. We believe that diversity among our staff promotes a healthy work environment and a vigorous organization. We recruit, employ, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. We believe in diversity of race, gender identity, sexual orientation, religion, ethnicity, national origin, ability, and all the other traits that make us unique. Tower Hill is an equal opportunity employer.

**Position Overview**

Tower Hill’s Private Events department offers rental of the gardens and our available spaces for weddings, corporate, and social events. The responsibility of the Event Assistant is to support the Private Events department through a variety of tasks involved in coordination and execution of these events. This position is seasonal and requires primarily night and weekend availability.

**Responsibilities:**

- Greet client contacts, review timeline, confirm all contracted resources are available.
- Manage set-up and break-down of event equipment (tables, chairs, audio visual).
- Greet and direct vendors and event guests.
- Cue vendors to adhere to developed timeline.
- Monitor event guests and vendors to ensure compliance with garden’s policies.
- Troubleshoot as needed.
- Responsible for security of keys, building, and property. This may include securing the building and property at night after a wedding.
- Know and follow emergency protocol.
- Documentation of event through checklists and paperwork.

**Qualifications:**

- At least 18 years old.
- High School diploma or GED required.
- TIPS or ServSafe Alcohol certification. Tower Hill will provide access to training if needed.
- Able to work flexible shifts and schedules, including weekends and holidays.
- Ability to work well under pressure in a fast-paced environment.
- Experienced in customer service.
- Ability to communicate effectively verbally and in writing.
- Demonstrated ability to pay attention to details and stay organized.
Private Events Assistant

- Ability to assess a problem in the moment and apply common sense, knowledge and logic to resolve it.
- Demonstrated management skills.
- Responsible, reliable, and punctual.
- Ability to work as part of a team.
- Energetic and personable.
- Professional, both in appearance and demeanor following uniform guidelines.
- Ability to manage more than one task at a time.
- Takes initiative to complete required tasks.

Education and Experience
- 2-3 years of customer service or hospitality experience.
- First Aid and CPR certification.
- Audio visual equipment knowledge.
- Must be comfortable working in a warm and cool settings

Schedule
- The Private Event Assistant position is paid on an hourly basis and is not exempt from overtime. The work schedule for this position is primarily nights and weekends. However, the schedule may be flexible to suit the needs of the organization.
- Events Assistants can expect to work as few as 1 event to as many as 3 events per week and must be available for occasional on-call shifts.
- Event Assistants are typically (but not limited to) working Thursday-Sunday. Shifts can average 9 hours.

Physical Demands / Working Conditions:
- Must be able to bend, reach, and stand for a minimum of 8 hours per event.
- Must be able to lift and transport a minimum of 20 pounds and work outdoors as required.
- Must be comfortable working in warm and cool settings.
- Must be able to frequently navigate uneven grounds and stairs.
- Must be able to operate standard office technology, audio-visual equipment, telephones and radios.

Note: These have been identified as essential functions as required by the Americans with Disabilities Act.