



# FACILITY EVENTS STAFF ASSISTANT

<b>Manager:</b>	Assistant Facility Events Coordinator		
<b>Department:</b>	Facility Events	<b>Job Category:</b>	NE
<b>Location:</b>	Henrico, VA	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	L7	<b>Exempt/Non-exempt:</b>	Non-exempt
<b>Contact:</b>	Lindsay Condelli <a href="mailto:facilityevents@lewisginter.org">facilityevents@lewisginter.org</a>	<b>Position Type:</b>	Part Time Seasonal (February-October) Nights and weekends required Hours based on event schedule
<b>Date Posted:</b>	April 19, 2018	<b>Posting Expires:</b>	Until Filled

## **Garden Overview**

Lewis Ginter Botanical Garden was founded in 1984 as a community oriented, non-profit garden. After 33 years of rapid growth, the Garden now encompasses 82 acres, four lakes, 5,500 unique taxa of plants within 15 distinct outdoor gardens, 11 major buildings including a conservatory and greenhouse, plus an 80-acre branch site, the Lewis Ginter Nature Reserve. In 2016 we welcomed, taught, energized, and engaged over 450,000 guests with stunning botanical displays, inspiring exhibitions, entertaining activities, and over 900 formal and informal education offerings. We embarked on new and promising community engagement initiatives through the Beautiful RVA movement. We updated the strategic plan and completed our new master site plan. Our 100 full- and part-time staff joined with 650 volunteers and 13,700 member households to live into the Garden's mission to connect people through plants to improve communities.

We accomplish our mission through a broad variety of mission related activities and auxiliary business services. We try to pattern ourselves on extraordinary programs and institutions nationwide, and where there are no examples, we intend to lead. We aspire to be a Garden that is representative in every way of the diverse community we serve.

## **Job Description**

The Facility Events Staff Assistant(s) reports to the Assistant Facility Events Coordinator and is responsible for assisting with the logistics of rental events including weddings, corporate, non profit and private events, as well as GardenFest events, to ensure a quality experience for the rental client and their guests. This position will work closely with the Director of Guest Services, Facility Events Coordinators, Meriwether Godsey event managers, Operations Team Members, and in cooperation with the Garden's Security Coordinator to ensure events run smoothly and in accordance with facility rental terms and conditions.

**LEWIS  
GINTER  
BOTANICAL  
GARDEN**

1800 Lakeside Avenue  
Richmond, VA 23228  
804.262.9887  
[lewisginter.org](http://lewisginter.org)

### **Essential Duties and Responsibilities:**

- Post temporary event signage based on booked events/venues.
- Direct guests to appropriate parking areas and event entrances.
- Inspect event venue to ensure the physical event setup is complete and accurate and venue is ready for guests.
- Direct vendors to appropriate venue(s) based on vendor information form(s) and in compliance with rental contract terms and conditions.
- Greet guests and provide event and/or basic Garden information as needed.
- Liaison to client at ceremony venue, ceremony musicians and caterer at reception venue.
- Monitor ceremony venue for compliance with mandatory ceremony start time and rental term requiring acoustical ceremony music.
- Assist late guests to ceremony venue and monitor venue for possible noise conflicts due to multiple events in the Garden.
- Direct guests from ceremony to reception venue and be accessible for guest questions.
- Monitor reception music at Bloemendaal House to ensure compliance with rental term related to reception music start time and Henrico County noise ordinance.
- Attend Saturday wedding rehearsal(s) to review event setup with bridal client and/or wedding coordinator; answer questions and/or coordinate last minute requests.

### **Other Duties and Responsibilities**

- Knowledgeable about facility rental terms and conditions, especially key terms that may affect multiple events.
- Willingly and cheerfully integrate work of department with the efforts of other departments (particularly guest/visitor services, facility rental, operations, and catering).
- Make recommendations for facility rental event logistics.
- Perform duties with an eye to the horticultural and educational mission of the Garden, and to preserving the beauty of the displays.
- Ensure all mishaps, injuries and incidents are reported immediately and ultimately in writing to supervisor and the Executive Director.
- Be vigilant to any possible threat to the safety of visitors, volunteers, and staff or to their property. Ensures all concerns are reported promptly.
- Follow procedures and protocols established by supervisor and the Garden, including those outlined in the Employee Handbook.
- Perform other duties as assigned by Executive Director, Director of Guest Services, Facility Events Coordinator or other supervisor on duty.

### **Each Employee of Lewis Ginter**

- Must comply with provisions of the current Employee Handbook, all published personnel policies and the requirements of their individual job descriptions
- Must perform all duties in a manner consistent with a public garden serving multigenerational families, and in accordance with directed practices and procedures o Must be aware of surroundings, and vigilant to any possible threat to the safety of visitors, volunteers, and staff or to their property and ensures all concerns are reported promptly
- Must report all mishaps, injuries and incidents immediately and ultimately in writing to supervisor(s) and to the Executive Director
- Must ensure compliance with all applicable federal and state laws and regulations
- Must perform other duties as assigned by supervisor

### **Physical Demands / Working Conditions**

- Must be able to lift 20 pounds intermittently
- Must be able to work outdoors in all seasonal extremes
- Must be able to walk quickly between all garden venues

**Note:** Duties described above have been identified as essential functions as required by the Americans with Disabilities Act.

**Number of employees supervised:** 0

**Qualifications:**

- Knowledge:** A demonstrated understanding of event coordination; 1-2 years experience in event planning/coordination is preferred. Some experience in, or working with, the food service or tourism industry is required.
- Skills:** Must be detail and customer-service oriented with strong organization skills. Excellent communication and logistical skills are required. Must have a cheerful, calm and courteous demeanor.
- Abilities:** Able to communicate effectively with people at all levels and in various settings via multiple communication tools. Must be articulate and a demonstrated self-starter; proven ability to work in a team environment is required. Able to understand and differentiate priority of job responsibilities and customer requests.

Please submit cover letter, resume and completed Lewis Ginter Job Application to Lindsay Condelli at [facilityevents@lewisginter.org](mailto:facilityevents@lewisginter.org).