

OPERATIONS

Seasonal Operations Assistant



Direct Supervisor:	Director of Facilities		
Department:	Operations	Job Category:	Category 3
Location:	Richmond, VA	Travel Required:	No
Level/Salary Range:	L8	Exempt/Non-exempt:	Non-exempt
Contact:	Ken Myers KenM@lewisginter.org	Position Type:	Part Time; 22.5 hours per week
Date Posted:	September 11, 2020	Posting Expires:	Until Filled

Garden Overview

Lewis Ginter Botanical Garden was founded in 1984 as a community oriented, nonprofit garden. After 34 years, the Garden now encompasses 82 acres, four lakes, 5,700 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 2018 we welcomed, taught, energized, and engaged over 390,000 guests with stunning botanical displays, inspiring exhibitions, entertaining activities, and over 1,000 formal and informal education offerings. We updated the strategic plan and continued priority project planning within the scope of the 2016 master site plan. Our 120 full- and part-time staff joined with 650 volunteers and 12,000 member households to live into the Garden's mission to connect people through plants to improve communities.

We do this through a broad variety of mission related activities and enterprise 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

This position provides operational support for the installation and maintenance of lighting displays for Dominion Energy GardenFest of Lights. As the region's ultimate holiday extravaganza, this tradition features more than a half million lights, botanical decorations, trains, holiday dinners, family activities and more. This position assists with all components related to the set up and installation of related fixtures, lights, and displays. Additionally, this position assists with physical preparations for related events and programming.

Responsibilities

- Prepares outdoor Garden areas for Dominion Energy GardenFest of Lights to include: light installation, display set up, form placement, construction for securing displays, electrical testing, running extension cords, etc.
- Understands elementary electrical functions
- Able to work from an elevated level on ladders, roofs and in trees
- Prepares site for related seasonal events and activities – setting up tables, chairs, coat racks, patio heaters, and similar special event equipment
- Possesses a friendly and welcoming attitude towards visitors, coworkers and volunteers
- Communicates effectively with Garden staff on issues, needs and emergencies

Each employee of Lewis Ginter Botanical Garden

- Must comply with provisions of the current Employee Handbook, all published personnel policies and the requirements of their individual job descriptions
- Must conduct herself or himself and perform all duties in a manner consistent with a public garden serving multigenerational and multicultural individuals and families, and in accordance with directed practices and procedures
- Must be aware of surroundings and vigilant to threats to the safety of visitors, volunteers, and staff or to security of their property, ensuring that 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 walk the Garden's campus and perform work in most weather conditions
- Must be available to work both evenings and weekends regularly
- Must be able to lift objects up to 50 lbs. repeatedly
- Must be able to climb stairs and stand for continuous periods of time with or without reasonable accommodation

Note: Duties described above, other duties and physical demands have been identified as essential.

Education and Experience

- High School diploma or equivalent preferred
- Familiarity with standard worksite safety practices
- Other combinations of education and experience appropriate to the job will be considered

Please submit cover letter, resume, and Lewis Ginter Botanical Garden Job Application to Ken Myers at kenm@lewisginter.org