



## Position Description

**Title:** Events Intern  
**Department:** Sales & Events  
**Reports to:** Director of Sales & Events  
**Status:** Non-Exempt  
**Hours:** 40 hours in summer, 10-20 hours in spring & fall  
**Date:** January 2021

### Position Summary

Assist Special Events Coordinator to carry out events and activities designed to give guests an exceptional experience. Assist Sales & Rental Coordinators to be the on-site Garden contact and be responsible for the successful execution of weddings, receptions, corporate, private and internal events.

### Core Competencies & Essential Functions

1. Assist with planning, organizing, prioritizing & executing the Garden's special fundraising events and activities; duties to include mailings, signage, reservations, solicitations for donations, maintaining inventory of event products and coordination of hospitality for entertainment.
2. Effectively interact with clients (internal & external), caterers, wedding planners, etc. ensuring excellent customer service and a top-quality experience with the Garden.
3. Review and understand all event paperwork prior to event day to ensure seamless execution.
4. Ensure the safe and efficient oversight of events.
5. Ensure that all events are set properly, according to contract, and any last minute adjustments are incorporated to the satisfaction of the client.
6. Oversee vendor load-in and out, including set up, break down and cleanup of the event.
7. Ensure clients, caterers and vendors abide by all Green Bay Botanical Garden policies and through inspection after the event has concluded, reports any and all damage.
8. Responsible for the completion of event paperwork, incident reports, and the handling of any other issues pertaining to vendors, the event, safety of individuals attending and the maintenance of the Garden facility from damage.
9. Ensure all visitors entering the Garden for an event are directed to the correct location.
10. Ensure property is secured at the end of all after hour events, including securing buildings, setting alarms, turning power off and locking gates.
11. Performs other duties as requested.

## **Qualifications, Skills & Physical Requirements**

- Enrolled in a high level education degree or certificate in event planning, marketing, public relations or non-profit management.
- Must be flexible in working hours and environment, as many events are held outdoors requiring evenings and weekends. Primary working schedule is Tuesday-Saturday.
- Working knowledge of Microsoft Office and/or other database programs.
- Excellent written, verbal & interpersonal skills with sincere desire to serve the public.
- Complete tasks demonstrating attention to detail, accuracy and thoroughness.
- Dependable, reliable and team player.
- Must be at least 18 years old.
- Must be physically able to stand, kneel, or walk for extended periods of time, lift up to 20 lbs. and work outside in all types of weather conditions.
- Experience working within a non-profit environment and/or using community resources is a plus.

## **Standard Work Perks**

Employees at Green Bay Botanical Garden can enjoy the following perks:

- Free daily admission to the Garden and for up to four guests per visit
- Free passes to ticketed events
- Discounts on ticketed events
- 15% discount at the WPS Trellis Gift Shop
- 50% off room rentals for a private event
- Upon completion of internship, receive a 1-year membership or 4 tickets to WPS Garden of Lights

## **Apply**

Email cover letter and resume to [info@gbbg.org](mailto:info@gbbg.org) by March 8, 2021.

## **Equal Opportunity Employer**

Green Bay Botanical Garden provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Our employees love to perform their work in a team environment that includes our volunteers. We value our connection to the greater northeast Wisconsin Community. We care about and value the diverse talents and ideas each employee brings to Green Bay Botanical Garden.

## **Our Mission**

Green Bay Botanical Garden connects people with plants by providing year-round educational and recreational experiences for everyone in an environment that engages, inspires and refreshes.