



JOB ANNOUNCEMENT
Crew Member Associate

South Coast Botanic Garden, an 87-acre urban oasis in Palos Verdes, CA, is at a tipping point toward significant success, with the recent unveiling of a stunning new \$4 million Rose Garden, a show-stopping 400 square foot Living Wall, and the arrival of Hide and Seek, a long-term exhibition of eight remarkable large-scale works of fine art sculpture. There is even more excitement to come, with a long-range Vision Plan that will reimagine the entire guest experience, including the creation of a 3.5 acre Children's Garden and a 17-acre Water Garden to be unveiled in the coming years. There's never been a better time to join this dynamic team.

POSITION TITLE:

Crew Member Associate

REPORTING RELATIONSHIP:

Reports to Director, Special Events and Filming

JOB SUMMARY:

Reporting to the Director, Special Events and Filming, Crew Member Associate is responsible to provide the resources necessary to realize the mission of SCBG, which is to serve the community by providing a unique horticultural and wildlife habitat experience and to represent a model of excellence for land reclamation and sustainability. This position is an excellent way to learn all the workings of a nonprofit organization and make connections with the Garden community.

The Crew Member Associate oversees logistics in a busy, year-round special events and filming environment. Strong organizational skills and exceptional attention to detail are required. The Crew Member Associate must be comfortable in interfacing with the public, have the initiative to find answers to guests' questions, and have a high aptitude for customer service.

The Crew Member Associate will help execute venue rentals, filming, and Foundation special events. This position may be the initial point of contact in the office for those wishing to learn more about renting space in the Garden and various special events and filming productions. The Crew Member Associate will help with the set up and tear down of equipment and signage, monitor vendors and guests at events and filming bookings, and provide administrative assistance to the Special Events and Filming department. The Crew Member Associate will have a passion for event planning, provide outstanding customer service, be an enthusiastic professional, and be able to build relationships with internal team members and external customers.

RESPONSIBILITIES:

- Demonstrate a well-rounded understanding of SCBG's mission.
- Provide site coordinator/monitor services on day of events.

- Set up event equipment according to work orders (i.e., tables, chairs, heaters, pop up tents, umbrellas, etc.).
- Facility duties (i.e., restock restrooms, trash disposal, etc.).
- Maintenance duties (i.e., repair, clean, assemble event equipment).
- Create signage for Visitor Services Center and within Garden as needed.
- Reinforce Garden procedures and venue rules.
- Drive Gator and Golf cart as needed.
- Coordinate and escort vendors from load in to load out.
- Serve as liaison with vendors on event-related matters.
- Coordinate with other departments as needed.
- Create signage for Visitor Services Center and within Garden as needed.
- Be a positive advocate for the SCBG's community and employee culture.
- Other duties as assigned.

REQUIREMENTS:

- Ability to work inside an office environment.
- Ability to work outdoors in inclement weather including cold, rain, heat, and nighttime.
- Requires the use of office equipment, such as computer terminals, telephones, copiers, etc.
- Requires vision/hearing to normal range with or without correction.
- Requires hand-eye coordination and manual dexterity.
- Ability to lift up to 30 lbs.
- Requires prolonged standing and/or sitting.
- Ability to operate Garden vehicles.

QUALIFICATIONS:

- Experience in Hospitality preferred.
- Minimum 2 years of experience coordinating special events, catering sales, or venue sales.
- Minimum 2 years of experience with office administration.
- Respect for a diversity of cultures.
- Proficient use of the latest versions of Microsoft Word, Excel, PowerPoint, Access, and mail merges; email and web searches.
- High level of comfort with technology and the ability to learn new software.
- Basic mathematical skills.
- Basic understanding of legal contract language.

Position is part time (20 hours), non-exempt. Must be available weekdays, some weekday evenings, some holidays, and most weekends. Pay rate is \$16.00 per hour. Please submit your cover letter and resume to hr@southcoastbotanicgarden.org to apply.