



JOB ANNOUNCEMENT
Manager, Production

South Coast Botanic Garden's mission is to connect ALL to the wonders of nature and create experiences that inspire stewardship and sustainability. The 87-acre destination is an oasis of formal gardens and natural walking trails founded atop the most unlikely of beginnings – a sanitary landfill. Today, the South Coast Botanic Garden stands as a testament to the regenerative power of nature and the possibilities for land reclamation. The stunning Dorothy and John Bohannon Rose Garden is a signature experience, along with the show-stopping Living Wall, a long-term exhibit of eight remarkable largescale works of fine art sculpture, and seasonal butterfly pavilion. Programs invite guests to interact with nature through music, craft, science and wellness activities. There is even more excitement to come, with the creation of a 3.5-acre Marilyn and John Long Children and Family Garden scheduled for completion in the coming year. There has never been a better time to join this dynamic team!

POSITION TITLE:
Manager, Production

REPORTING RELATIONSHIP:
Reports to Director, Special Events, Filming and Concessions

JOB SUMMARY:
South Coast Botanic Garden Foundation seeks an enthusiastic, organized and self-motivated individual to manage special events and program productions.

The Manager, Production will oversee a team of two to three employees and will work collaboratively with colleagues and volunteers to ensure all events and programs are highly organized and well executed. This position provides an excellent opportunity to make connections with the Garden community.

The Manager, Production must have experience in overseeing events with the ability to plan and coordinate logistics in a busy, year-round special events environment. Strong verbal and written communication, organizational skills and exceptional attention to detail are required. This position will interface with the public and require the initiative to find answers to guests' questions and have a high aptitude for customer service for internal employees and external clients.

The Manager, Production will facilitate Foundation events, public programming, donor cultivation events, internal staff events and monitor third party rental events from conception to execution. This position requires motivation to successfully plan multiple events and event designs, provide outstanding customer service, be able to build relationships with internal employees and external customers and have the ability to apply creativity when executing Garden programs from rose garden tea parties, to Dog Walking Days and Lunar New Year festivals.

RESPONSIBILITIES: Including, but not limited to:

- Plan and coordinate Foundation events, public events, internal staff events, meetings and facility rentals
- Conduct research and find resources to secure vendors (i.e., entertainment, catering, décor, rentals)
- Create and revise layouts for each event
- Serve as liaison between vendors and internal departments on event-related matters
- Obtain appropriate levels of approvals to process contracts and payments from/for vendors
- Manage budgets, dashboards and P&L's for each event produced
- Place orders and purchase supplies and food as needed from vendor resources
- Prepare collateral materials as needed
- Monitor private events and filming and assist as needed
- Close out all events as required
- Work collaboratively with all departments
- Communicate all event production details organization-wide to ensure seamless events execution and a high-level of cross-departmental facilitation

REQUIREMENTS:

- Self-motivated, organized, especially detail-oriented, and adaptable
- Ability to meet deadlines; coordinate multiple events, projects and tasks simultaneously; prioritize duties; and work independently as well as work as part of a team
- Excellent verbal and written communication skills: including proofreading skills
- Excellent interpersonal skills both in person and by phone, with high degree of professionalism
- Strong customer service ethic and high expectations for quality service delivery
- Ability to work in a fast-paced environment and remain flexible, professional, client-focused and positive
- Ability to recognize problems and to take appropriate actions toward solutions and escalate to senior management as needed
- Create and maintain positive community relationships
- Proficiency in MS Office Suite and Google Suite with ability to quickly become proficient with in-house software, including Altru, Square and CalendarWiz
- Familiarity with Photoshop and Illustrator
- Basic mathematical skills
- Basic understanding of legal contract language
- Maintain high standards of productivity, cooperation, attendance and efficiency
- Promote the mission of the Garden
- Follow branding and communications standards established for the Garden
- Ability to lift up to 20 pounds regularly
- Requires prolonged standing and/or sitting
- Ability to operate Garden vehicles

QUALIFICATIONS:

- Bachelor's degree preferred; or equivalent work experience
- Minimum 2-3 years of experience coordinating special events
- Minimum 2-3 years of experience with office administration
- Valid current Driver License required

Position is full-time, non-exempt. Must be available weekdays, some weekday evenings, some holidays and most weekends. Pay range is \$24-\$27 per hour. Please submit your cover letter and resume to michaelh@southcoastbotanicgarden.org to apply.

South Coast Botanic Garden Foundation is dedicated to a practice of diversity, inclusion, access and equity for all employees and visitors.