



Naples Botanical Garden

Position Title: Production / Events Management Assistant

Department: Operations

Reports to: Production / Event Manager

Organizational Description

Naples Botanical Garden is a 170-acre world-class paradise, featuring the flora and cultures of the tropics and sub-tropics between the latitudes of 26 degrees north and 26 degrees south, including Brazil, the Caribbean, Southeast Asia, and Florida. The Garden's mission is to connect people and plants through display, education, conservation, and science. The Garden's hands-on interactive Smith Children's Garden, along with 90 acres of beautifully restored native habitats, formal Gardens, walking trails and public programming offer education and enjoyment for people of all ages. Naples Botanical Garden is a 501(c)3 organization.

Position Summary

This position is an integral part of the Events Team. This position is an events operating position with an emphasis in the scope of set-ups, breakdowns, event monitoring and area upkeep following the events. This position is responsible for event preparation, cleanup, crowd monitoring and safety, client assistance, audio/visual assistance and staff support on a daily basis. This is a full time position with weekends required.

Primary duties and responsibilities:

- Event maintenance such as; path cleanliness (presentation) and removal of obstructions, safety monitoring, power assistance, A/V assistance/monitoring, client/organizer assistance
- Setup and preparing the facilities for daily activities/ meetings or events
- Storage and organization of event materials, cleaning and repairs (inventory check)
- General knowledge of lighting, power, painting, organization and fabrication
- Procedural knowledge and time management in event capacity
- Guest interaction, assistance (event needs) and transportation assistance (shuttle needs)
- Provide support for all garden staff
- Set-up, during event duties, breakdown of rental and garden events
- Assist with other facilities maintenance related tasks when required (event spaces/storage)
- Assist with load in/install of exhibits and load out/deinstallation

Requirements/Qualifications

- Trade school completion, and/or 2 year's experience in garden operations or facilities maintenance or equivalent
- Minimum of 2 years of hands-on field experience
- Basic machinery operation (exhibit installation)
- Working knowledge of tools
- Working knowledge of Audio/Visual tasks
- Problem solving skills
- Good computer skills including experience with IMMS central control system, ICR remotes, and MS Office.
- Excellent communication skills, both written and oral.
- May stand for long periods of time. Walk and inspect property. Work in extreme temperatures and dirty environment. Lift and carry objects up to 50 pounds. Drive vehicle or cart.
- Possess and maintain a valid Florida driver's license and have an acceptable driving record.
- Pre-Employment background check required

Naples Botanical Garden is an Equal Opportunity Employer. The Garden has a long-standing policy of employment and advancement based solely upon qualifications to perform the essential elements of a position without regard to age, creed, gender, national origin or ancestry, race, color, religion, veteran status, pregnancy, marital status, HIV status, genetic information, sexual orientation, handicap or mental or physical disability, race, color, religion, sex, sexual orientation, age, national origin or disability.

To Apply: Please provide a cover letter, resume, and contact information for three references by email to employment@naplesgarden.org. To find out more about Naples Botanical Garden, please visit our website at www.naplesgarden.org