Position Description

Position Title: Event Production Technician I

Department: Operations - Logistics

Reports to: Logistics Manager

Organization Description
Naples Botanical Garden is a 170-acre world-class paradise, featuring the flora and cultures of the tropics and sub-tropics between the latitude 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:
Reporting to the Event Production Manager. This full-time position is a first-level Events Technician position with an emphasis in the scope of acting directly under the Event Production Manager and Event Logistics Coordinator to complete assigned tasks and responsibilities related to internal and external Garden events and meetings. Tasked with completing daily setup and upkeep of Garden areas.

Primary duties and responsibilities:

- Event Maintenance and task completion related to setup/breakdown
- Preparing the facilities for daily activities, meetings or events
- Audio/Video support
- Repairs and organization of event materials and spaces (Furniture, signage, lighting, A/V, Carts)
- Possess knowledge of lighting and electrical equipment
- Provide assistance with event needs/requests from Garden Departments
- Provide support for Garden staff in completion of daily tasks as assigned
- Procedural Knowledge and Time management
- Conduct parking and safety for Garden events
Requirements/Qualifications:

- Minimum of 1 year of hands-on operational/event experience.
- Good computer skills including experience with IMMS central control system, ICR remotes, and MS Office.
- Excellent communication skills, both written and oral.
- Procedural knowledge and time management.
- May stand for long periods of time.
- Walk and inspect property for safety and guest accessibility
- Drive vehicle or cart.
- Must be able to carry 50 lbs.
- Possess and maintain a valid Florida driver's license and have an acceptable driving record.

A 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 submit a resume and contact information by email to employment@naplesgarden.org. To find out more about Naples Botanical Garden, please visit our website at www.naplesgarden.org. Naples Botanical Garden is an Equal Opportunity Employer and has a long-standing policy of employment and advancement based solely upon qualifications to perform the essential elements of a position without regard to race, color, religion, sex, sexual orientation, age, national origin (ancestry), or disability.