



Position Description

Position Title: Private Events Set-up Coordinator

Reports To: Private Events Manager

Type of Employment: Regular Part Time / Possible Full Time

Status: Hourly (Non-exempt, eligible for over time)

Position Summary

Tohono Chul seeks a team-oriented Private & Special Event Set-up team member who will thrive in a fast-paced environment and who is well-suited to working collaboratively with staff and volunteers. Performs a variety of routine functions in support of banquet events. Sets up and breaks down event spaces both in and out of doors, per guest specifications, and performs side work as assigned. Working conditions include outdoor environment, extreme temperatures, cleaning and storing equipment. This position requires a flexible work schedule dependent on the events schedule - occasional work on evenings, nights, and holidays is required.

Essential Duties and Responsibilities

- Reads Setup sheets, diagrams and Banquet Event Orders according to client specifications including cleaning of event spaces and setting up equipment.
- Maintains EventPro and/or set up documents with updated BEO's, Diagram & Setup sheets
- Communicates any maintenance or cleaning needs for events to Garden staff.
- Assist clients in meeting space requirements for day of event.
- Sources/schedules temporary set up crew for large events.
- Responsible for linen orders and service as well as maintaining linen inventory.
- Wears proper uniform with nametag at all times and complies with the standards of personal appearance guidelines in the Tohono Chul handbook.
- Handles equipment with care, maintains a clean storage area, and ensures all equipment is in good repair.
- Move, lift, carry, push, pull and place objects weighing equal to or less than 50 pounds without assistance.
- Assist with moving, lifting, carrying, and placing objects weighing in excess of 75 pounds.
- Move over sloping, uneven, or slippery surfaces or steps. Move up and down stairs and/or service ramps.
- Grasp, turn, and manipulate objects of varying size and weight, requiring fine motor skills and hand-eye coordination. Reach overhead and below the knees, including bending, twisting, pulling, and stooping.
- Stand, sit, or walk for an extended period or for an entire event shift. Read and visually verify information in a variety of formats (e.g., small print).

- Distributing and facilitating the posting of event signage.
- Complete final breakdown of event, cleaning and returning equipment to its proper place – either night of or next morning.
- Responsible for closing duties, which included, turning all park lights out, setting alarm systems, locking entrance gates.
- Maintain and/or empty trash and recycle receptacles as needed during events.
- Maintain confidentiality of proprietary information; protect company assets.
- Support all coworkers and treat them with respect.
- Speak with others using clear and professional language, and answer telephones using appropriate etiquette.

Knowledge, Skills and Abilities

- Working knowledge of event and banquets and the ability to learn and practice acceptable setup and storage requirements.
- Ability to read and understand diagrams and setup sheets.
- Able to work independently and prioritize multiple tasks.
- Able to follow oral and written instructions.
- Able to work effectively with a team.
- Ensuring safety of all guests and clients while on premises during events. This includes electrical outages, fires, snakes, etc.

Employee Safety

This employee is responsible for the use of safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is responsible for using safe practices and methods in the operation and supplies related to their job. The employee is further responsible for notifying their supervisor any conditions within the building or grounds that may be hazardous to employees, volunteers or visitors.

Minimum Qualifications

- One year experience in Banquet/Special event setup and break down required.
- High school diploma or equivalent.
- Must meet all physical requirements and be able to take direction.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to walk; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds, anything greater should be done with assistance.



Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

To Apply

Submit resume and cover letter via email to higgins@tohono-chul.org