



Position Description

Position Title: Public and Private Events Manager
Reports To: Director of Development
Type of Employment: Full time
Status: Salaried (Exempt, not eligible for overtime)

Position Summary

Tohono Chul is a 49-acre public garden in Tucson, Arizona whose mission is to enrich people's lives by connecting them with the wonders of nature, art, and culture in the Sonoran Desert region and to inspire wise stewardship of the natural world. Founded in 1985, Tohono Chul has been a celebrated destination for locals to global visitors and deemed "One of the World's Ten Best Botanical Gardens" by Travel + Leisure Magazine. We seek a team-oriented, energetic, and enthusiastic Public and Private Events Manager who will thrive in a fast-paced environment and who is well-suited to working collaboratively with a small staff. The Public and Private Events Manager is responsible for selling, planning, and executing a variety of internal group events (corporate, weddings, tour groups, non-profits, birthday parties, etc.) to meet significant annual revenue goals. This position creates and administers an operational plan of precise timelines, events, and activities in overseeing all event rental spaces. She/he interacts directly and indirectly with the public on a regular basis and plays a key role in ensuring an exceptional guest experience from start to finish. This position requires work on weekends, evenings, nights, and holidays.

Essential Duties and Responsibilities

- Oversee the Events team and create a team-oriented environment that empowers them to create relationships with clients and vendors while supporting their development to align with Tohono Chul's vision
- Organize and execute all special and seasonal events for both Private and Public sectors
- Work internally with multiple departments to build processes, revenue streams, and strategic planning for events
- Create and oversee inventory of rental supplies, including food & beverage supplies
- Understanding of event timelines, staffing, and costs
- Create and maintain a preferred vendor list
- Develop and maintain a master calendar for all programs, events, vendor deadlines, etc
- Promotes a positive perception of the Gardens through the development and fostering of relationships with including but not limited to clients, vendors, and industry professionals
- Responsible for assigned aspects of events team supervision including, but not limited to interviewing, hiring, training, development, disciplinary action, approving timecards, approval/denial of events team vacation requests, mentoring, and scheduling
- Develop, create, and manage programs and events that align with Tohono Chul's Mission
- Able to work weekends, nights, evenings, and holidays

Skills and Qualifications

- Five years of events coordination experience

- Bachelor's degree preferred
- Must meet all physical requirements
- Knowledge and experience with events organization and execution, including vendor relations, local regulations, and a "return on investment" philosophy
- A self-starter mindset and go-getter attitude
- Excellence in written and oral communication
- Ability to work independently and as a team member
- Demonstration of professional behavior and conduct appropriate to the position
- Desire to show and exhibit a passion for Tohono Chul, its history, and its future

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 low.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

To Apply

Submit a resume, a letter of interest, and 3 references to humanresources@tohonochul.org. Tohono Chul strongly encourages people of color, LGBTQ individuals, people with disabilities, and members of under-represented communities to apply. Applications will be considered until the position is filled.