



Position Description

Position Title: Events Associate
Reports To: Events Supervisor
Type of Employment: Full time
Status: Hourly (Non- Exempt, 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 are seeking a responsible individual who can aid our growing events team. Currently consisting of 2 *Events Supervisors* and 1 *Events Associate*, Tohono Chul seeks to add another full time *Events Associate* to help with both public and private events at the park. This position will require weekend and evening work.

The *Events Associate* will work closely with the events team to plan and execute both successful fundraising events in support of Tohono Chul as well as private events, such as weddings, celebrations of life, etc. This position will provide support of the events team by helping with event planning and execution, including setting up and breaking down for events.

Essential Duties and Responsibilities

- Clean event spaces and set up equipment, tables, chairs, and decorations as specified in set-up sheets, diagrams, and Banquet Event Orders, as indicated by clients
- Assist clients in any meeting or event space requirements
- Always wear proper uniform and nametag and comply with the standards of personal appearance guidelines in the Tohono Chul handbook
- Responsible for keeping storage spaces organized and all equipment inventory updated including linens, furniture, A/V, etc.
- Complete final breakdown of event by cleaning the space and turning equipment to its proper storage space
- Meet vendors on event days for set up and be responsible for locking up and closing the park
- Experience with event platforms AllSeated, Timeline Genius, and EventPro
- Handle equipment safely and with care; maintain a clean storage area; and ensure all equipment is in good repair
- Perform and/or report minor maintenance repairs to equipment or event area
- Safely move, lift, carry, push, pull and place objects weighing equal to or less than 50 pounds without assistance
- Safely assist with moving, lifting, carrying and placing objects weighing in excess of 50 pounds.
- Move over sloping, uneven, or slippery surfaces or steps. Move up and down stairs and/or service ramps

- Operate vehicles, powered equipment, and golf carts
- 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 shift. Read and visually verify information in a variety of formats (e.g., small print)
- Maintain confidentiality of proprietary information; protect company assets. Support all coworkers and treat them with respect
- Able to or willing to learn to relocate snakes appropriately and safely

Skills and Qualifications

- One year experience in Banquet/Special event set up and breakdown
- High School Diploma or equivalent
- Working knowledge of event and banquets
- Ability to learn and practice acceptable set up and storage requirements
- Ability to read and understand diagrams and set up sheets
- 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
- Ability to follow 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@tohono-chul.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.