

ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

JOB DESCRIPTION

Position Title: Events Coordinator

Reports To: Office Manager

Location: Hybrid (approximately 50% in-person)

Compensation: \$25-\$30/hour

Schedule: Part-Time, 25-30 hours per week (up to 40 hours per week during peak seasons)

This hybrid position requires flexibility, with the Events Coordinator working remotely and on-site. Hands-on involvement during events, including evenings and weekends, is essential, particularly during peak seasons. The role also requires a consistent weekly schedule for office hours, which can be held remotely, to ensure staff and customers can reliably reach the Events Coordinator.

Position Summary

Gamble Garden seeks a dynamic, organized, and reliable Events Coordinator to oversee its facility rentals and provide support for internal events. This role involves managing all aspects of event planning, coordination, and execution for clients renting Gamble Garden's spaces for weddings, corporate events, private parties, and community gatherings. The Events Coordinator also collaborates with the team to enhance the overall rental experience and support Gamble Garden's internal programming.

Key Responsibilities

Facility Rentals Management

- Act as the primary liaison for all facility rental inquiries, ensuring clear and timely communication with potential clients.
- Manage the event calendar to prevent scheduling conflicts and optimize venue use.
- Conduct site tours for prospective clients, showcasing Gamble Garden's unique features.
- Oversee the entire rental process, including applications, agreements, invoices, and payments, in coordination with the Administrative Assistant.
- Maintain a comprehensive digital folder for each event, ensuring all required documentation and timelines are completed on schedule.

Event Coordination

- Develop and manage detailed timelines for each rental, assisting clients with logistics and ensuring all event details are confirmed.
- Coordinate with vendors, including caterers, decorators, and musicians, to align schedules and communicate venue policies.

- Supervise evening and weekend events, overseeing setup and teardown to ensure compliance with site regulations and contracts.
- Schedule and train a small team of Site Supervisors to provide on-site support for events, and personally supervise at least four events per month.

Post-Event Wrap-Up

- Maintain accurate records of events and client interactions.
- Collaborate with the Administrative Assistant to finalize rentals, including returning security deposits, archiving documentation, and distributing feedback surveys.
- Ensure 95% of clients report satisfaction in post-event surveys.

Marketing and Client Development

- Work with the Office Manager and Marketing Specialist to promote Gamble Garden's rental facilities.
- Develop rental packages and seek opportunities to enhance the rental experience.
- Assist in identifying and reaching out to potential new clients.

Team Collaboration and Volunteer Coordination

- Collaborate with staff, volunteers, and committees to prioritize facility needs and assist with internal events.
- Coordinate with volunteers to assist with event setup, guest management, or other related tasks.
- Maintain open communication with the team, providing regular updates on event planning and execution.

Qualifications and Experience

- Strong organizational skills and ability to manage multiple events simultaneously.
- Excellent interpersonal and communication skills, both verbal and written.
- Flexible schedule, including availability for evening and weekend events as needed.
- Creative problem solver who can remain calm under pressure.
- Experience with digitalizing and streamlining rental processes is highly desirable.
- Proficiency in Google Workspace, Microsoft Office, and online listing platforms like Peerspace, Zola, Yelp, The Knot, or similar tools.
- An Associate's or Bachelor's degree in Event Management, Hospitality, or a related field or three years of experience in event planning, facility management, or a related field.
- Physical ability to walk, stand, and occasionally lift event materials.

How to Apply

To apply, please email jobs@gamblegarden.org with a brief explanation of your interest in the role and attach your resume. Gamble Garden is an Equal Opportunity Employer committed to fostering inclusivity, diversity, equity, and accessibility.