

ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

JOB DESCRIPTION

Position Title: Facilities Assistant - Event Setup and Breakdown
Reports to: Facilities Manager
Position: Part-time (from 5 - 15 hours per week) in-person

Position Summary:

Gamble Garden seeks a reliable and flexible Facilities Assistant to join our team on an as-needed basis. The primary responsibility of this role is to assist with the setup and breakdown of events. This position requires a strong work ethic, attention to detail, and the ability to follow setup and breakdown instructions, as well as being able to respond to and resolve last minute changes.

Key Responsibilities:

- Setup event spaces, including arranging furniture, equipment, and other items as per the specifications for a particular event.
- Breakdown and clean up after events, ensuring all equipment and furniture are properly stored.
- Ensure event spaces are clean and organized.
- Coordinate with Facilities Manager, Office Manager and Site Supervisor to review calendar of events and confirm set up requirements for each event.
- Perform clean-up tasks as needed, before and after a given event.
- Respond to last-minute requests and changes in a calm and efficient manner.
- Adhere to all company policies and procedures.

Qualifications and Experience:

- High school diploma or equivalent.
- Previous experience in facilities management, event setup, or a related field is preferred.
- Ability to lift and move heavy objects (up to 50 lbs).
- Strong organizational, multitasking skills, communication, and interpersonal skills.
- Flexible availability, including nights, weekends, and holidays as needed.

Job Type: Part-time
Pay: \$20.00 - \$22.00 per hour
Expected hours: 5 – 15 per week
Work Location: In person

To apply, please send an email to jobs@gamblegarden.org with “Facilities Assistant” in the subject explaining why you are interested in the role. Please also include your resume or applicable experience, and contact information for two professional references.

Gamble Garden is an Equal Opportunity Employer committed to inclusivity, diversity, equity, and accessibility.