

ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

JOB DESCRIPTION

Position Title: Site Supervisor
Reports to: Events Coordinator
Hours: Part-time (from 10 - 20 hours per month) in-person

Position Summary:

Gamble Garden is looking to hire a Site Supervisor to oversee facility rentals on the day of the event, ensuring guest safety, and smooth operations throughout while providing excellent customer service to ensure the renters have the best possible experience. This role includes collaborating with renters and the Events Coordinator to devise a timeline for each event, managing on-site vendors and personnel assisting with the event, and ensuring the property and gardens are respected according to our policies.

Key Responsibilities:

- Prepare the garden and indoor rental space for the upcoming event by ensuring the restrooms are in order and closing off specific sections of the garden, complete with the placement of private event signage.
- Serve as the main point of contact for the renters, vendors and other personnel involved in the event, ensuring all needs and requests are addressed promptly and in accordance with the terms of the rental agreement.
- Guide renters and vendors to any furniture items they may be using, explaining the proper usage and detailing the correct procedures for disassembling and returning the items to their designated spots.
- Ensure the house and indoor rental space are maintained and respected throughout the event, particularly during the clean-up phase.
- Be able to address any issues or emergencies that arise during the event, as per the guidelines provided by the Events Coordinator and Office Manager.
- Submit a brief report to the Office Manager and Events Coordinator, highlighting any issues, areas for enhancement, or feedback provided by the renter.
- Ensure renters and vendors follow all clean-up protocols, leaving the property in a manner that honors both the garden and the surrounding neighborhood.
- Ensure the garden and indoor areas are securely locked, and that all private event signage is taken down and stored in its designated location.

Qualifications and Experience

- Previous experience in event management, hospitality, or a related field is highly desirable.
- Possess excellent customer service skills with a friendly and professional demeanor.
- Ability to work flexible hours, including weekends and evenings, as required by the events calendar.
- Quick and effective problem-solving abilities to handle unexpected issues.
- Ability to stand for extended periods and handle physical tasks related to event set-up and break-down.
- High school diploma or equivalent; additional qualifications in hospitality, event management, or a related field are a plus.

Job Type: Part-time

Pay: \$22.00 - \$24.00 per hour

Expected Hours: 10-20 hours per month

Work Location: In person

How to Apply?

Please send an email to jobs@gamblegarden.org explaining why you are interested in the role. Please also include your resume.

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