

ELIZABETH F.  
**GAMBLE GARDEN**  
HISTORIC HOME & GARDEN

**JOB DESCRIPTION**

**Position Title:** Events Coordinator  
**Reports to:** Office Manager  
**Hours:** Part Time 30 hours per week (up to 40 hours per week during peak season)

**Position Summary:**

Gamble Garden is seeking a dynamic, organized, and highly reliable Events Coordinator to oversee its facility rentals function. In this role, you will be responsible for organizing and coordinating various events. This role is responsible for managing all aspects of event planning, coordination, and execution for clients renting our beautiful garden and indoor spaces for various occasions, including weddings, corporate events, private parties, and community gatherings.

**Key Responsibilities:**

- Serve as the main liaison for all facility rental inquiries, ensuring seamless communication with potential clients. Efficiently manage the event calendar to prevent scheduling conflicts and maximize the use of the venue. Conduct site tours to prospective clients, highlighting the unique features and advantages of the space.
- Handle the entire rental process, including applications, agreements, invoices, and payments, in collaboration with the Admin Assistant to create a comprehensive digital folder for each event. Maintain a detailed timeline for every event to assist clients with logistics, and ensure that Gamble Garden receives all necessary information and documentation at crucial stages leading up to the event.
- Facilitate connections between clients and essential vendors such as caterers, decorators, and music bands. Coordinate with these vendors and service providers to establish arrival and departure schedules, and communicate any pertinent terms of agreement.
- Oversee a small team of Site Supervisors, assigning shifts to guarantee that all evening and weekend events have appropriate supervision, while also providing necessary training. Personally supervise at least four evening or weekend events each month, overseeing setup and teardown to ensure adherence to site regulations and contractual commitments.

- Maintain precise records of all events and client interactions. Collaborate with the Admin Assistant to finalize each rental, including the return of security deposits, archiving online documentation, and distributing feedback surveys.
- Work closely with the Office Manager and Marketing Specialist to proactively market Gamble Garden's rental facility, developing various packages, seeking ways to enhance the overall experience and helping identify new potential clients.

## **Qualifications and Experience**

- Strong organizational skills with the ability to manage multiple events simultaneously.
- Excellent interpersonal and communication skills, both written and verbal.
- Ability to work flexible hours, including evenings and weekends, as required.
- Creative problem solver with the ability to handle high-pressure situations calmly and effectively.
- Experience in digitalization and simplification as it relates to the rental booking process is a real plus.
- Minimum of three years of experience in event planning and facility management.
- An Associate's or bachelor's degree in Event Management, Hospitality or other related field is preferred.
- The position requires physical activity, including walking, standing, and sometimes lifting event materials.

**Job Type:** Part Time / Variable

**Pay:** \$25-\$30/hour

**Expected Hours:**

**Work Location:** Hybrid (estimate 50% of the role will be in person)

### **How to Apply?**

Please email [jobs@gamblegarden.org](mailto: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.**