

Position: Event Coordinator, Part Time (variable)
Department: Facilities
Reports to: Garden Operations Field Manager
Status: Part Time, Non-exempt, variable schedule, up to 25 hours weekly

JOB DESCRIPTION:

The Event Coordinator is responsible for providing day-of coordination and oversight of special events and programs including meetings, retreats, memorial services, receptions, performances and film shoots. This highly visible position works directly with staff, clients, guests, members, trustees, external partners and vendors of Descanso Gardens.

JOB CLASSIFICATION:

This part-time, non-exempt, variable schedule position includes evening and weekend hours. The schedule can vary week to week and will be based on the needs of the institution. There may be weeks in which this position will not be scheduled. The weekly schedule will be determined by the Garden Operations Field Manager.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES include but are not limited to:**Event set-ups:**

- Verifies placement/counts of event furniture (tables, chairs, bars, buffet/stations, AV equipment, etc.) matches approved diagrams. Works with staff to make needed adjustments.

Event load-in:

- Follows master timeline. Communicates any holds/delays/changes.
- Coordinates and assists with load-in of equipment/gear and shuttling of guests.
- Greets and directs vendors and contractors.
- Receives delivery of rental equipment.

Customer Service:

- Remains onsite during beginning of event to address any questions or special needs, and to ensure compliance with Garden policies and procedures.
- Provides customer service to all clients and event participants.
- Addresses customer concerns regarding events and works to resolve issues.

Other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

- 1 year customer service experience required.
- 1 year event production/coordination experience preferred.
- Must demonstrate excellent communication skills.
- Highly developed organizational skills and excellent attention to detail required.
- Must be self-motivated, have a high degree of integrity, honesty and a strong work ethic.
- Ability to respond flexibly and well in a dynamic work environment.
- Must be able and willing to work outdoors in all weather conditions.
- It is essential that the candidate has the professionalism, judgement, and disposition to interact effectively with guest and team members, members, trustees, volunteers and vendors.
- Demonstrate ability to use standard computer communication tools (email, etc.) and basic knowledge of Google's online office tools (Google Sheets and Google Docs).
- Bilingual preferred but not required.
- A valid California driver's license is required.

EQUIPMENT USED and PHYSICAL DEMANDS:

This position requires use of standard office equipment including computer, photocopier, printer; uses hand-held (two-way) radio and drives a golf cart/shuttle.

Must be physically able to walk to various locations within the Gardens, which are not accessible via motor vehicle, and must be able and willing to work outside in all weather conditions.

This position requires the ability to carry out daily physical work such as moving tables and chairs which may include lifting and carrying up to 50 pounds.

Must be able to work extended periods of time both walking and/or standing.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION: Up to \$20.00 per hour

TO APPLY: Interested parties may apply by submitting a MS Word or PDF **Letter of Interest** and **Resume** to jobs@descansogardens.org with “Event Coordinator 2025” in the subject line. We will accept resumes until the position is filled.

No phone calls, please.

Descanso Gardens Foundation acknowledges that equal opportunity for all persons is a fundamental human value. Each employee will be considered based on individual ability and merit, without regard to race, color, age, religion, national origin, disability, sexual orientation, gender, or marital status.