



San Francisco Botanical Garden Event Coordinator

Position Title: Event Coordinator
Full or Part Time: Full time
Exempt or Non-exempt: Non-exempt
Pay rate: \$28/hour

ABOUT SAN FRANCISCO BOTANICAL GARDEN

The mission of San Francisco Botanical Garden is to connect people to plants, the planet, and each other. Our unique Garden inspires visitors with the extraordinary diversity of rare and unusual plants that can be grown in coastal California. Through its programs and displays, the Garden cultivates the bond between people and plants and instills a deeper understanding of the necessity to conserve Earth's biological diversity. As a public/private partnership between a community-based nonprofit organization and the San Francisco Recreation & Parks Department, and a beloved San Francisco institution, we are committed to transparency, cultural diversity, inclusion, and environmentally responsible practices. We are proud to be a public garden, accessible to all and grateful to the funders who help sustain us.

POSITION SUMMARY

The Event Coordinator is a new position which will report to the Events Rentals Manager and play an important role in supporting the Garden's growing private event rentals business, which can range from micro-weddings in the Moon Viewing Garden to large scale events in the Celebration Garden. This individual will also be responsible for helping execute fundraising, donor, member, and other internal events, as well as public events such as the Garden's much-loved Flower Piano.

RESPONSIBILITIES

- Work directly with the Events Rental Manager to coordinate all event details including responding to, tracking, and managing event inquiries, scheduling site visits and day-of event staff. Ensures required fees, permits, liability insurance, and other day-of event paperwork is received and approved.
- Collaborate with the Garden's Philanthropy team on fundraising and cultivation events.
- Coordinate and communicate with clients and vendors before, during, and after the event, ensuring a seamless experience which exceeds client expectations and meets the Garden's event guidelines and standards.
- Day-of event management responsibilities which may include: placing signage, monitoring load-in and load-out, setting up rental chairs, greeting guests and assisting with directions, opening,

and closing Garden entrances, overseeing vendors and private security, monitoring amplified sound levels, completing post-event site walk-through with the client.

- Work closely with the Garden's Visitor Experience and Horticulturist teams on both public and private event schedules/calendar, coordinating all moving pieces and communication of tasks/requirements to staff and volunteers.
- Assists in developing and managing internal event budgets, production documents, and post-production reports.
- Other duties as assigned.

REQUIREMENTS

- 1-2 years of experience as event coordinator
- High school graduate, with college or hospitality school background
- Proven track record organizing successful events
- Strong customer service skills; ability to work under pressure and multi-task efficiently
- Exceptional organizational skills and attention to detail
- Ability to work both independently and as a team member
- Proficient computer skills using MS Office and preferably with prior experience using Tripleseat, Gather, PatronManager, Google Drive and Asana
- Valid CA Driver's License
- Must be able to work a flexible schedule; weekends, holidays and late nights required
- Ability to transport up to 25 pounds and stand for extended periods of time

Pre-employment requires a clear background check and reference checks.

HOW TO APPLY

Please email a brief cover letter and resume with subject line "Event Coordinator" to jobs@sfbg.org. No telephone calls please.