



CAPE FEAR  
BOTANICAL  
GARDEN

### **Employment Opportunity**

**Title:** Events Coordinator

**Salary:** \$9/hour, 20 hours a week

**Purpose:** Assist the Director of Events with the execution of public and private events for the Garden.

**Details:** This position is classified as part-time. This position must be flexible and available on weekends.

#### **Responsibilities:**

1. Assist in answering requests for rental and event inquiries.
2. Be knowledgeable on all garden policies, in particular rental and catering policies.
3. Conduct meetings with potential clients and assist in the creation of rental contracts and internal event memos.
4. Provide tours of indoor and outdoor facilities to potential clients and vendors.
5. Serve as on-site contact for events when on duty-rain or shine.
6. Assist with moving and setting up of tables and chairs in rental facility areas when needed.
7. Assist in the recruitment of new business to rental facility program.
8. Ensures all rental areas and event department offices are clean and organized.
9. Other duties as assigned.

**Qualifications:** College Degree preferred. Applicant will be detail oriented and self-motivated. Valid North Carolina Driver's License required. In addition, Candidate should be able to lift objects weighing 50 pounds.

**To Apply:** Please complete a Cape Fear Botanical Garden application and provide three references. Applications can be mailed to: CFBG, c/o Director of Events to PO Box 53485, Fayetteville, NC 28305 or drop by the Garden office (536 N. Eastern Boulevard, Fayetteville, NC 28301) between 10 a.m. and 5p.m. Monday through Saturday. No phone calls please.