

JOB DESCRIPTION

This is a part-time, seasonal, temporary position to conclude on January 1, 2019. Compensation is at \$8.00 per hour.

Employees in this job perform general customer service needs in the Events Department and assist Events Department with both public and private events. The work requires a working knowledge of computers and Microsoft programs.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification.

- Assist staff needs by welcoming guests to the Garden for public events and answering any questions they may have.
- Assist staff in closing out private events and public events.
- Aid in the collecting and analyzing visitor data.
- Assist Events Department in set up and tear down for private and public events.
- Learn day of event system to help process admission and scan in pre purchased ticket holders.
- Maintain and clean up Event areas.
- Performs related work and duties as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

- Must have pleasant, welcoming personality and able to adapt to changing situations with ease.
- Ability to follow oral instructions and read written instructions.
- Ability to climb, stand, stretch, bend and to carry 50 pounds.
- Ability to use computer and have general knowledge of Microsoft programs.
- Ability to communicate effectively.
- Must be flexible.
- Must have dependable transportation.

Working Conditions

- Job will require nights and weekend hours. Some daytime hours may be needed from time to time.

Physical Requirements

- Job requires standing for long periods of time.
- Job requires walking for long periods of time.

EDUCATION

Educational level typically acquired through completion of high school.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.