

Part Time Event Assistant/Closer

Job Description

Assist the Garden's Event Coordinators with private and public events. Job duties include: representing the Garden at event, point of contact for client, securing the building at end of event, removing linens from tables, making sure trash has been removed for event area, liaison between vendors and Garden during the event and at close of event.

- Ensure the client's event is successful.
- Assist Events Team as needed.
- Provide customer service and vendor communications (e.g., venue AV, catering).
- Assist in the preparation of pre-event materials and printing (such as program book, name badges, signs, table tents, schedules, ordering conference supplies).
- Perform other event planning and connected logistical support duties as assigned.
- Successful completion of the NC ABC online beverage service training.

Qualifications:

- Ability and availability to work evenings, weekends and some holidays.
- Excellent communication and interpersonal skills
- Creative thinking and problem solving
- Can-do attitude and ability to manage clients, guests and vendors