



# MOORE FARMS

## botanical garden

**Position Title:** Event Coordinator

**Job summary:** The Event Coordinator is responsible for the planning, production and execution of all events, fundraisers, festivals, garden opens, facility rentals and photography sessions at Moore Farms Botanical Garden (MFBG). This position is accountable for maintaining a high-quality level of service and hospitality in all MFBG programs. Working closely with the Marketing and Communications Coordinator, aid in promoting current and future events will take place to stay mission focused.

**Responsibilities:**

- Plan and coordinate all logistics of events, fundraisers, festivals, garden opens, facility rentals and photography sessions
- Communicate with vendors to include invitations, meetings, negotiate contracts, invoices, and dissemination of pertinent event details
- Supervise the set-up, running and break down of each event, acting as lead point person for day-of event operations
- Troubleshoot situations and challenges for events, facility rentals and photography sessions
- Design standardized event procedures and train staff/volunteers as needed
- Track event expenses, analyze accuracy of invoices and prepare summary reports per event
- Lead creative expansion of existing and new events
- Responsible for design and layout of all events staying current on trends in event design and materials
- Research and summarize national and regional trends in special event production
- Strategically establish event calendar to maximize exposure and minimize competition with other venues, local events and festivals
- Document event successes/challenges and identify steps for future events
- Partner with all departments to facilitate events, effectively interacting and communicating with senior staff, employees, volunteers and various external groups/vendors
- Conduct evaluations to determine guest satisfaction
- Serve as registrar, coordinate and act as liaison for facility rentals and photography sessions
- Coordinate facility usage (internally and externally) and own master facility usage calendar
- Assist with public tours
- Aid in supervision of volunteers and summer interns
- Perform general activities for special projects or assistance with on-going activities as instructed by the Director of Education and Events

**Reports to:** Director of Education and Events

**Education and Experience:**

Associates or Bachelor's degree in hospitality management, event management, public relations or related field with three to five years of event coordination experience. Preferred candidates would have familiarity with the non-profit and/or cultural institution sector.

**Requirements:**

- Must be flexible for monthly weekend, holiday and after-hours assignments with occasional overnight travel
- Remain calm under pressure to solve any situation in a timely manner
- Must be detail oriented, a team player and be able to multi-task with a wide variety of on-going projects
- Applicant must be able to work independently and be self-motivated with a positive attitude
- Qualified candidate must have exceptional guest service and time management skills and the ability to work in a fast-paced environment
- Must be able to listen, communicate and negotiate effectively to clients, attendees and vendors
- Demonstrate outstanding interpersonal skills, attention to detail, organizational skills and prompt follow-through
- Willingness and ability to perform physical work outside in all weather conditions
- Must possess or be eligible for a valid South Carolina Driver's license and be willing to obtain CPR and First Aid certification
- Ability to lift 50 lbs. and operate standard office equipment including Microsoft Office
- Ability to stand for extended periods of time, carry, climb, stoop and to load/unload various objects

**Compensation:** This is a full time non-exempt position with a competitive salary commensurate with experience. Benefits package included.

**About the garden:**

Moore Farms Botanical Garden is a nonprofit organization located in Lake City, South Carolina. The garden is cultivated on 65 acres and is a dynamic mix of formal, naturalistic, and agrarian landscapes. The garden is currently in a period of growth in both our horticultural displays and public programming. It's an exciting time to be part of the MFBG team. Please visit our website at [www.moorefarmsbg.org](http://www.moorefarmsbg.org) to learn more.

Qualified candidates should submit a cover letter, resume, and references to Rebecca Turk, Director of Education and Events, at [rturk@moorefarmsbg.org](mailto:rturk@moorefarmsbg.org). If a portfolio is available, send an electronic copy along with the above documents.