Position Title: Event Manager  
Reports To: Assistant Director  
Schedule: Tuesday - Saturday  
Job Category: Full-time, non-exempt  
Salary: $52,500  

Boyce Thompson Arboretum (BTA) was founded in 1924, and is Arizona’s oldest and largest botanical garden. BTA is located in scenic Queen Creek Canyon, just 50 minutes from Phoenix, Arizona in the foothills of the Superstition Mountains close to Superior, AZ. Featuring plant collections from the world’s deserts, historic buildings and hidden gardens along miles of trails, it is on the National Register of Historic Places. A haven for wildlife, BTA has been named "the most enchanting" Audubon Important Bird Area in Arizona. The Arboretum encompasses 372 acres, with 135 acres of distinct gardens, 30,000+ plants and 4,100 taxa, and currently has 40 full-time employees. BTA's mission is to inspire appreciation and stewardship of desert plants, wildlife, and ecosystems through education, research and conservation. No longer a State Park or a University of Arizona department as of July 2019, BTA has reaffirmed and embraced its status as a botanical institution.

Job Description: The Event Manager coordinates all special events and oversees the production of private events and weddings. They will be tasked with supervising the Event Coordinator, planning and managing special events, issuing contracts and negotiating quotes, monitoring timelines and budgets, serving on event planning committees and representing Boyce Thompson Arboretum on-site and off-site for assigned events. The ideal candidate should demonstrate exceptional organizational abilities, multitasking skills and excellent time management. They should reinforce client-to-business relations and improve the organization's growth through events that effectively communicate the organization’s mission and core values.

Duties and Responsibilities

- Plans, coordinates and manages 10 special events each calendar year, including concerts, a festival, a gala and other various events.
- Plans and facilitates logistics for all special events, including contracts, event registration and registration lists, garden preparation, presentation materials, security, catering, entertainment, equipment and decor.
- Leads and supervises the Event Coordinator and approves all private event and wedding pricing and contracts.
- Serves on the BTA safety committee and leads event planning committees as deemed appropriate.
- Creates and administers the annual budget for the Event Department and operates within those approved plans.
- Implements creative and innovative events based on internal capabilities and organization-wide goals.
- Manages event timelines and supervises all event staff.
- Organizes and leads collaboration with the marketing team on event concept and graphic design, production and printing.
- Collaborates and assists the Education, Development, Membership and Horticulture departments with special event planning and execution, as well as BTA administration.
- Leads collaboration with the Facilities Department for event set-up, tear down and staffing.
- Coordinates post-event communication and surveys with all event attendees, vendors and volunteers.
- Maintains and fosters relationships with vendors, caterers and musicians for special events.
- Serve as a Manager on Duty in BTA's Manager on Duty rotating schedule

**Supervisory Responsibilities:**
- This position supervises the Event Coordinator, BTA Event Staff and Event Volunteers.

**Required Knowledge, Skills and Abilities:**
- Self-starter, goal-oriented and enthusiastic about event planning.
- Able to problem solve and offer innovative solutions during special events.
- Proficiency with computers and software programs, including MS office suite and Google suite.
- Possesses excellent written and verbal communication skills.
- Works well alone and as part of a team.
- Able to work flexible hours including nights, holidays and weekends.

**Minimum Qualifications:**
- Able to lift 40 pounds, work outside in all weather, walk, stand, and stoop for long periods, especially during events.
- Willing to obtain an Arizona Title 4 Basic Liquor Law Certificate, Arizona Food Handlers Card (valid in Pinal County) and CPR, AED and First Aid certifications upon employment.
- Anticipate project needs, discern work priorities and meet deadlines with little supervision.
- Experience coordinating events, preparing contracts, applying for permits and licenses and working with musicians/vendors.
- Experience working with event volunteers.

**Education and Experience:**
- Bachelor’s degree or significant work experience in related fields
- 3+ years of experience in event planning is preferred
- 2+ years of supervisory experience is preferred

This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned.

BTA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To apply for this position, please send a cover letter and resume to shelbi.storms@btarboretum.org