Position Title: Event Coordinator
Reports To: Event Manager
Schedule: Thursday- Monday
Job Category: Full-time, exempt
Salary: $45,000 salary

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 Birding Area in Arizona. The Arboretum encompasses 372 acres, with 105 acres of distinct gardens, 30,000+ plants and 4,000+ taxa, and currently has 45 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 Coordinator provides direct support to the Event Manager. They will assist in the production of special events, weddings and private events. Specific responsibilities include managing budgets, scheduling private events and weddings, serving on event planning committees and representing Boyce Thompson Arboretum on-site and off-site for assigned events/projects.

Event Duties and Responsibilities:

- Serve as an event coordinator or supervisor for BTA special events, private events, weddings, meetings and department events.
- Plan, organize and staff department special events, private events and weddings.
- Develop and maintain a preferred vendor list for private events and property use guidelines for vendors.
- Develop, maintain and foster relationships with vendors, caterers and musicians for special events.
- Establish and implement sustainable event practices for all BTA events and programs.
- Draft and email weekly event/program updates for all staff.
- Coordinate set up with facilities event staff for special events, private events and weddings.
- Purchase event supplies as directed by Event Manager and/or department head.
- Assist the Education Department in the execution of public programs as needed.
- Supervise and orient volunteers during special events.

Required Knowledge, Skills and Abilities:

- Self-starter, goal-oriented and enthusiastic about working with volunteers and planning 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 30 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, & First Aid training upon hire.
- 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
- 2+ years of experience in event coordination 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. [www.btarboretum.org](http://www.btarboretum.org)

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