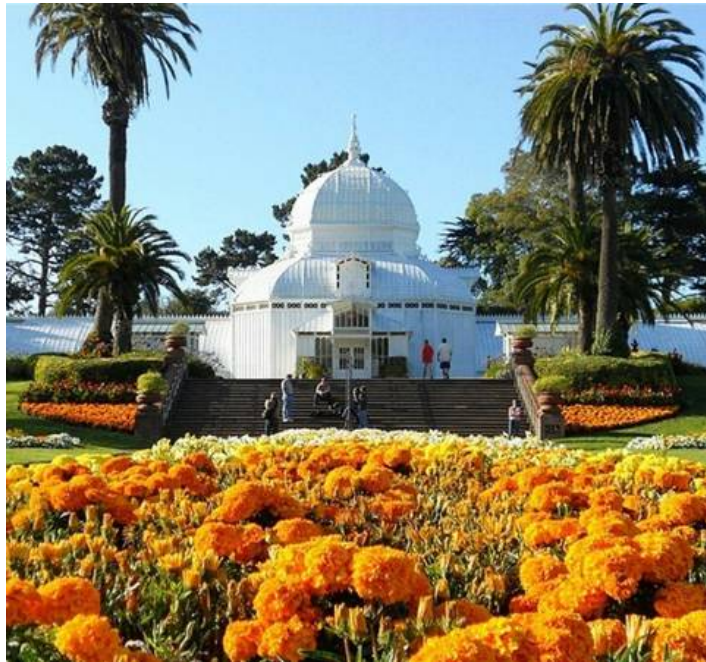


# Event Staff at the Conservatory of Flowers (Golden Gate Park)



Location **California**  
<https://www.genclassifieds.com/x-570111-z>

The Conservatory of Flowers is an iconic historic landmark in San Francisco's Golden Gate Park. After hours, our lush tropical greenhouse becomes the setting for elegant weddings and corporate events, educational workshops and programs, and unique nightlife events for locals.

The COF is currently hiring for 2 positions, which require attention to detail and an ability to follow directions- please follow the requested application format to be considered for either position.

## 1. EVENT STAFF

Under the direction of the Weddings & Special Events Manager, the Conservatory's event team operates with a strong sense of professionalism, initiative and teamwork. As part of a small team, all event staff should have a solid work ethic: follow directions well, move efficiently, take ownership in the event's success, and be consistently reliable in both attendance and performance.

## RESPONSIBILITIES

- Set-up and breakdown of events, including but not limited to setting up tables, chairs and sound equipment, light food service and cleaning.
- Being an accommodating host to event guests, while enforcing site policies.
- Learning and recalling information about our mission, programs and exhibits.

-Workload and event positions fluctuate with each event: you'll need to be flexible and able to switch gears at a moment's notice.  
 -If you're an avid photographer or videographer, you'll need to be on hand creating beautiful photos and videos.

## QUALIFICATIONS

- To be considered for this position you must:
- Have at least 1 year experience in events/hospitality/restaurant service.
- Provide excellent references within the hospitality industry.
- Be able to lift at least 35 lbs.
- Commit to a minimum 15 event dates, primarily Saturdays, July through December.
- Demonstrate an ability to dress appropriately for manual labor within a formal event context.



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- Have a proven record of taking initiative and recognizing situations that should defer to management.
  - Pass a criminal background check.
  - Have a sense of humor and an enthusiastic work ethic.

#### HOURS & COMPENSATION

We are hiring for very part-time event work. The ideal applicant is someone who is already working with a flexible schedule and is looking for a few extra hours each week, contributing their energy and skills in this exquisite venue.

\$15.00/hour starting pay

4-12 hours/week on average

#### TO APPLY

Send cover letter and resume as an attachment, with subject line "Event Staff" to .

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#### 2. EVENT COORDINATOR

Under the direction of the Weddings & Special Events Manager, the Event Coordinator leads the event facility staff and manages a timeline and checklist of duties during setup, event and breakdown. The EC serves as the COF representative to all vendors and clients, available for questions or concerns on the day of the event, and helping to troubleshoot any complications. The EC takes on all responsibility for making sure the building is closed down at the end of the night in a condition suitable for opening to visitors in the morning. It is important that the person that fills this role be committed to building a strong reputation for themselves and for the COF, in the event industry and as an esteemed community institution.

#### RESPONSIBILITIES

- Facilitate the execution of event timelines in an efficient manner
- Supervise caterers and other vendors, including end-of-night walkthroughs
- Monitor event throughout the night to be sure all guests will recall a positive experience at their COF event; make sure all vendors meet high standards for service
- Troubleshoot facility issues as they arise; in our quirky antique building it's important to think creatively and act quick
- Strong understanding of COF policies and an ability to enforce them in high-pressure situations
- Familiarity with fire and assembly regulations, ability to work proactively with SF Fire Department officials who may be onsite at events
- Understand the various roles of many different people working onsite and delegate tasks appropriately
- Ensure the facility is ready for visitors in the morning; often means staying late and doing grunt work to leave the space better than you found it
- Physical labor involved with set-up and breakdown of events, including but not limited to: carrying and

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setting up tables, chairs and sound equipment; waste disposal; moving at a fast pace in a large facility, etc.

- Physical conditions include working in fluctuating, and at times extreme, temperature changes; working among plants, significant time spent outside.

- Complete end of night reports and prepare any follow-up tasks, including invoicing for damages or submitting work orders

- Demonstrate an ability to dress appropriately for manual labor within a formal event context

- Act as a warm and accommodating host to event guests and clients

- Develop positive working relationship with COF horticultural, guest services and executive staff

- Learn and demonstrate a commitment to the COF mission, programs and exhibits

## QUALIFICATIONS

Experience & Education:

- At least 2 years experience in events OR a combination of 1 year experience and 2 years education in related field

- Priority given to those pursuing a career in special events

Proven Skills & Qualities:

- Able to perform all tasks as described above

- Exemplary time management

- Strong verbal and written communication

- Basic administrative skills, including comfort with MS Office and Google Calendar

- Sense of humor and an enthusiastic work ethic

- History of taking initiative and self-motivating without direct supervision

- Able to work with and relate to many different personality types

- Flexible and able to switch gears at a moment's notice

If you are considered for the position, you will be required to:

- Pass a criminal background check

- Provide excellent references within the hospitality and events industry

- Commit to working every Saturday July-October 2015, with availability for other event dates and administrative work days as needed

## HOURS & COMPENSATION

This is an on-call, part time position. The Event Coordinator will be required to commit to currently booked events, and to keep Saturdays available for last-minute bookings through 2015. Potential for additional hours and responsibilities, including administrative support and professional development opportunities. The ideal applicant is someone who is already working with a flexible schedule and is looking for an opportunity to gain event coordination experience.

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\$16-20/hour depends on experience  
Shift times range 4-9 hours  
Quality references for outstanding work

TO APPLY

Send cover letter and resume as an attachment to with subject heading "Event Coordinator." We will look at every application that follows this format, and none that do not!