

Santa Fe Botanical Garden (SFBG)

JOB DESCRIPTION

Job Title: Events Manager

FLSA Classification: Exempt

Pay Rate: \$55,000-70,000

Part Time: **Full Time:**

Supervision Received: Position reports to the Director of Operations

Supervision Exercised: Supervises staff, volunteers, and contractors at public and private events

Job Summary:

The Events Manager is responsible for executing, coordinating, and executing events and facility rentals at SFBG. This position oversees private events, such as weddings, receptions, and business retreats, and manages major multi-day public events. The Events Manager will work closely with performing artists, vendors, volunteers, and staff to ensure the success of all events.

Essential Responsibilities:

Event Management

- Develop and manage a comprehensive annual calendar of events, including major programs such as La Luz de Las Noches and Sunset Concerts.
- Execute and oversee logistics for all events, including timelines, vendor coordination, staffing, and setup/teardown.
- Serve as the primary on-site contact during events to address issues and ensure smooth execution.
- Book all performing artists, including negotiating contract rates, drafting and executing contracts, and ensuring compliance with SFBG policies and procedures.
- Collaborate with staff to align events with the Garden's mission and strategic goals.

Private Facility Rentals

- Manage all aspects of private facility rentals, including inquiries, tours, contracts, scheduling, and payment collection.
- Cultivate relationships with clients to encourage repeat rentals and enhance the Garden's reputation as a premier event venue.
- Serve as the liaison for weddings, receptions, retreats, and other private rentals to ensure client satisfaction and alignment with SFBG policies and procedures.
- Monitor and maintain rental spaces to ensure a clean, organized, and professional environment for all events.

Collaboration & Outreach

- Coordinate with Marketing and Communications staff to promote events, rentals, and programs effectively.

- Maintain positive working relationships with vendors, contractors, performing artists, volunteers, and event partners.
- Develop strategies to increase rental income and improve the efficiency of event operations.

Administrative & Financial Oversight

- Draft, manage, and maintain contracts with performing artists, vendors, and clients, ensuring adherence to timelines and budgets.
- Maintain accurate event records, schedules, and reports.
- Evaluate events post-completion to identify areas for improvement and future success.

Additional Responsibilities:

- Support volunteer training and management for event-related tasks.
- Other duties as assigned by the Director of Operations.

Competencies:

- Exceptional interpersonal, written, and verbal communication skills.
- Strong analytical skills, accuracy, and attention to detail.
- Outstanding organizational skills and good judgment. Comfortable juggling multiple tasks/deadlines simultaneously. Skilled at trouble-shooting and problem-solving.
- Self-motivator who thinks strategically.
- Able to work successfully both independently and collaboratively in a team environment.
- Goal-oriented, yet flexible and adaptable to the needs of the organization and its constituents.
- Have a positive and motivating presence while embracing change and challenge.

Education Requirement:

- Bachelor's degree or equivalent combination of education and experience in Event Management, Hospitality Management, Business Administration/Management or similar field.

Experience Requirement

- 3–5 years of event management experience, preferably in a garden, cultural institution, or nonprofit setting.
- Experience with facility rentals, performing artist coordination, contract negotiation, and client services is required.

Knowledge, Skills, and Abilities:

Required:

- Proficiency with CRM applications such as Altru, plus MS Office software, Zoom, and Google applications.
- Enthusiasm for the Garden's programs and mission.

Preferred:

- Bilingual and multilingual skills valued.
- Knowledge of horticulture, botany, and/or botanical gardens.

- Supervisory experience.

Special Requirements:

- Valid New Mexico Driver's license.
- Will be required to work weekend or evening hours or on holidays.

Physical Requirements:

- Must be able to walk on uneven ground and go up and down stairs.
- Must be able to lift and haul materials up to 50 lbs.
- Must be able to assist with the setting up of and take down of Garden events.

Working Environment:

- Work is performed in an office and outdoor environment.

Equal Employment Opportunity:

The Garden is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to gender, age, race, color, creed, religion, national origin, ancestry, citizenship, sexual preference or orientation, gender identity, spousal affiliation, marital status, military/veteran status, handicap or disability or membership in any other protected group.

Americans With Disabilities Act:

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

To Apply:

Please send your resume and cover letter as attachments via email to hr@santafebotanicalgarden.org and include "Events Manager" in the email subject line. Applications will be reviewed immediately until the position is filled.

Mission Statement:

The Santa Fe Botanical Garden celebrates, cultivates and conserves the rich botanical heritage and biodiversity of our region. In partnership with nature, we demonstrate our commitment through education, science, conservation, community service, presentation of the arts, and the sustainable management of our public garden. For more information, visit us online at santafebotanicalgarden.org.