

Santa Fe Botanical Garden (SFBG)

JOB DESCRIPTION

Job Title: Events Administrator

FLSA Classification: Non-exempt

Pay Rate: \$18/hour

Part Time: **Full Time:**

Supervision Received: Position reports to the Events Manager

Supervision Exercised: Supervises volunteers at private events

Job Summary:

The Events Administrator provides seasonal administrative and operational support to the Events Manager in the coordination and execution of private facility rentals at SFBG. This role is dedicated exclusively to private events, including weddings, receptions, corporate retreats, memorials, and similar functions. The Events Administrator helps ensure that all rentals are administered professionally, aligned with organizational policies, and executed to a high standard of client satisfaction.

This position is a seasonal administrative support; billed 160 hours at approximately 7 (7.25) hours/week for 22 weeks (May 2 – July 4; August 1 – October 31). Working hours will primarily be during the week, but may require occasional weekend work for tours and event assistance. Computer work may be completed remotely, at the discretion of the Events Manager.

Essential Responsibilities:

- Administer all aspects of private facility rentals, including responding to inquiries, conducting site tours, preparing contracts, coordinating scheduling, and processing payments.
- Serve as an administrative liaison for clients hosting weddings, receptions, retreats, memorials, and other private events, ensuring clear communication and adherence to SFBG policies and procedures.
- Support the seamless coordination of event logistics in collaboration with internal teams and vendors.
- Maintain accurate and timely event documentation, calendars, financial records, and internal reports.
- Assist Events Manager in conducting post-event evaluations to assess outcomes, identify areas for improvement, and contribute to continuous enhancement of rental operations.
- Cultivate positive client relationships to promote repeat business and reinforce the Garden's reputation as a premier event venue.

Additional Responsibilities:

- Perform other related duties as assigned by the Events Manager.

Competencies:

- Demonstrated excellence in interpersonal, written, and verbal communication.
- Strong analytical skills with exceptional attention to detail and accuracy.

- Highly organized with the ability to prioritize and meet multiple deadlines effectively.
- Sound judgment and strong problem-solving abilities in dynamic environments.
- Ability to work both independently and collaboratively.

Education Requirement:

Required:

- High school diploma.

Preferred:

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

Experience Requirement

- 1-3 years of event assistant experience, preferably in a garden, cultural institution, or nonprofit setting.

Knowledge, Skills, and Abilities:

Required:

- Proficiency with MS Office software, DocuSign, and Google applications.
- Enthusiasm for the Garden’s programs and mission.

Preferred:

- Proficiency with CRM applications such as Blackbaud Altru and Social Good Software.
- Bilingual and multilingual skills valued.
- Knowledge of horticulture, botany, and/or botanical gardens.

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 private facility rentals.

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 jobs@visitsfbg.org and include "Events Administrator" 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.