Santa Fe
BOTANICAL GARDEN

# Event Operations Support Services Position Description

## 1. Overview

Contractor will provide operational support services for private facility rentals hosted at the Santa Fe Botanical Garden.

Events may include:

- Weddings
- Receptions
- Corporate retreats
- Memorial services
- Other private gatherings

Services focus on the preparation, logistical coordination, and cleaning of event spaces.

Pay rate is $35/hour.

## 2. Event Setup Services

Contractor may assist with:

- Preparation of event spaces according to approved event layouts
- Setup of Garden-owned event equipment including tables, chairs, and related resources
- Preparation and operation of Garden audiovisual equipment where applicable
- Coordination with vendors during event setup
- Assist with coordination of tent installations

## 3. On-Site Event Support

During events, Contractor may:

- Serve as a logistical contact for clients and vendors
- Assist with coordination of event timelines and space use
- Support compliance with Garden rental agreements and facility guidelines
- Assist with coordination with other vendor logistics

## 4. Event Breakdown and Restoration

Following events, Contractor may assist with:

- Breakdown and storage of Garden-owned equipment and resources
- Cleaning of event spaces to standard operating condition

- Reporting operational issues or property damage to Events Manager

**7. Preferred Qualifications**

Preferred qualifications include:

- Experience supporting event operations
- Familiarity with audiovisual equipment
- Experience working in cultural institutions, gardens, or nonprofit venues

Additional beneficial skills may include bilingual communication abilities or familiarity with botanical garden environments.

**How to Apply**

Interested independent contractors should submit a brief statement of interest and a résumé outlining relevant experience via email to jobs@visitsfbg.org. Please include “Event Operations Support Contractor” in the subject line. Applications will be reviewed on a rolling basis until the role is filled.