



Santa Fe Botanical Garden

JOB DESCRIPTION

Job Title: Events & Exhibits Manager

FLSA Classification: Exempt

Salary Range: \$60,000-\$68,000

Part Time: ☐ **Full Time:** ☒

Supervision Received: Position reports to the Director of Guest Experience (DGE).

Supervision Exercised: Oversees event contractors, external vendors, and event volunteers.

Job Summary:

Under the general supervision of the Director of Guest Experience (DGE) and in close partnership with other staff as appropriate, the Events & Exhibits Manager plans, coordinates, and executes public events, programs, and exhibits at Santa Fe Botanical Garden, including major multi-day events such as La Luz de las Noches and Sunset Concerts Presents. This role oversees all aspects of delivery, including logistics, vendor coordination, staffing, and on-site execution. The Events & Exhibits Manager serves as the primary point of contact for artists, vendors, contractors, and event partners, and works with program directors and staff to incorporate educational Garden content as appropriate, ensuring strong execution and supporting the Garden's earned revenue goals. The Events & Exhibits Manager performs all duties in service of and in commitment to the mission of the Garden.

Essential Responsibilities:

Events, Exhibits, and Programs:

- Plans and coordinates logistics for public events, programs, and exhibits, including timelines, vendor and catering coordination, staffing, setup, and teardown.
- Recommends event and program ticket types, pricing, and capacity for approval by the Director of Guest Experience, and configures them in Altru in accordance with established workflows.
- Serves as the primary on-site contact during events, programs, and exhibits, resolving issues as they arise.
- Books performing artists and contracts exhibiting artists, negotiating rates and confirming insurance coverage and compliance with Garden and City of Santa Fe policies.
- Coordinates audiovisual, staging, and lighting needs for events, programs, and exhibits, working with vendors and contractors as required.
- Ensures events, programs, and exhibits comply with Garden policies, contractual requirements, and City and Fire Department safety standards.
- Develops strategies to increase public event, program, and exhibit revenue, improve operational efficiency, and enhance the overall Guest experience.

Collaboration & Outreach:

- Works with the Marketing and Communications Manager to promote events, programs, and exhibits, providing program and event information for Guest-facing content in accordance with established workflows.

- Maintains positive working relationships with vendors, contractors, performing and exhibiting artists, volunteers, and event partners.
- Identifies nonprofit and commercial operational partnerships to support the calendar of events, programs, and exhibits.
- Identifies prospective event, program, and exhibit sponsors for cultivation and stewardship by the Development department.
- Refers suitable event vendors to the Director of Guest Experience and Private Events Manager as appropriate.

Administrative & Financial Oversight:

- Drafts and maintains contracts with artists, vendors, and exhibitors, ensuring adherence to timelines and budgets.
- Maintains accurate event and program calendars, records, schedules, and documentation.
- Conducts post-event and post-program evaluations, including stakeholder surveys, to identify process improvements.
- Tracks event and program revenue and operational metrics against departmental goals.

Additional Responsibilities:

- Maintains and enhances professional knowledge and competencies in accordance with the Garden's Professional Development SOP, including participation in approved conferences, seminars, certification programs, and other continuing education activities aligned with role responsibilities and organizational priorities.
- Supports volunteer training and management for event and program tasks.
- Represents the Garden in the Santa Fe community in a variety of settings.
- Other duties as assigned by the Director of Guest Experience.

Competencies:

- Exceptional interpersonal, written, and verbal communication skills, with the ability to communicate effectively with a variety of audiences.
- Strong creative and entrepreneurial aptitude, with the ability to promote the Garden as an event, program, and exhibit venue.
- Outstanding organizational skills and sound judgment, with the ability to manage multiple priorities and deadlines simultaneously.
- Strong analytical skills, with accuracy and attention to detail.
- Skilled at troubleshooting and problem-solving.
- Self-motivated and strategic, with the ability to prioritize and work with minimal supervision.
- Goal-oriented, yet flexible and adaptable to the needs of the organization and its constituents.
- A positive and motivating presence, embracing change and challenge.
- Ability to work collaboratively as part of a team as well as independently.
- Ability to establish and maintain effective relationships with co-workers, supervisors, vendors, and contractors.
- Flexibility, integrity, and the highest degree of professionalism.

Education Requirement:

- BA/BS in Event Management, Hospitality Management, Nonprofit Management, Business Administration, or a related field; an equivalent combination of education and experience will be considered.

Experience Requirement:

- Minimum 3 years of event, program, or exhibit management experience, preferably in a garden, cultural institution, or other nonprofit setting.
- Experience managing contractors, vendors, or volunteers.

Knowledge, Skills, and Abilities:

Required:

- Familiarity with audiovisual, staging, and lighting equipment used in event and program production.
- Proficiency with Microsoft Office, Google Workspace, and working knowledge of a CRM (Altru preferred).

Preferred:

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

Special Requirements:

- Valid New Mexico Driver's license.
- Will be required to work weekend, evening, and holiday hours.
- Ability to successfully pass a criminal background check.

Physical Requirements:

- Must be able to walk on uneven terrain, navigate stairs, climb ladders up to 6 feet, and kneel or sit on the ground.
- Must be able to lift and carry materials up to 35 lbs.
- Must be able to assist with the setup and takedown of Garden events, programs, and exhibits.

Working Environment:

- Work is performed on site in an office environment and outdoors throughout the Garden, including evening and nighttime hours in varying weather conditions during events. This is not a remote position.

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 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@santafebotanicalgarden.org and include position title in the email subject line.

Applications will be reviewed **immediately** until the position is filled.

Our Mission: 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 <https://visitsfbg.org/join-our-team/>.