

# Gardens of Golden Gate Park

Conservatory of Flowers  
Japanese Tea Garden  
San Francisco Botanical Garden

**Position Title:** Senior Event Manager

**Department:** Event Rentals

**Full or Part Time:** Full-time

**Regular or Temporary:** Regular

**Exempt or Non-exempt:** Exempt

**Salary:** \$75,000 - \$80,0000

## **ABOUT THE GARDENS OF GOLDEN GATE PARK**

**The mission of Gardens of Golden Gate Park is to connect people to plants, the planet, and each other.**

Gardens of Golden Gate Park is a public/private partnership between the San Francisco Recreation & Park Department and the San Francisco Botanical Garden Society (SFBGS) to jointly operate the Conservatory of Flowers, Japanese Tea Garden, and San Francisco Botanical Garden. A Lease & Management Agreement between RPD and SFBGS, approved by both the Recreation & Park Commission and the Board of Supervisors, sets the terms of the partnership. The agreement is a cooperative management agreement that outlines the roles and responsibilities for each partner.

Key areas of responsibility for SFBGS include volunteer engagement, education, visitor experience, philanthropy, membership, marketing, and other functions. RPD has primary responsibility for horticulture and facility management and maintenance, master planning and capital improvements conducted in collaboration with SFBGS, as well as other functions. Together, RPD and SFBGS collaborate on collections management within the Gardens.

**The Conservatory of Flowers** is a national, state, and local landmark and a place of exceptional beauty. Built in 1879, the Conservatory was the first formal structure erected in Golden Gate Park and remains an internationally renowned icon, displaying and cultivating unusual plants to heighten awareness of the pressing need to preserve threatened rainforest environments.

**The Japanese Tea Garden** is the oldest operating public Japanese garden in North America. This garden provides visitors from around the world with an opportunity to experience the natural beauty, tranquility, and harmony of a Japanese-style garden and was originally created as an exhibit for the 1894 California Midwinter International Exposition.

**San Francisco Botanical Garden** opened in 1940 and is a 55-acre living museum within Golden Gate Park, showcasing 8,000 different kinds of plants from around the world. San Francisco's oceanic climate with cool dry summers, mild wet winters, and presence of fog allows the Garden to grow a diverse array of species from around the world.

## **POSITION SUMMARY**

The Senior Event Manager reports directly to the Associate Director of Events and is responsible for overseeing the planning and execution of public events and internal programs including Flower Piano, annual fundraiser, donor and member events, and to assist in the coordination and the execution of private events at the Conservatory of Flowers, Japanese Tea Garden, and Botanical Garden. The Senior Event Manager will work closely with the following teams: Event Rentals, Public Programs, Philanthropy, SF Recreation and Park, as well as with associated vendors to ensure smooth execution of each event, while protecting and preserving all living and facility assets, in keeping with a public garden and historic landmarks, corporate rentals, birthday parties, galas, etc.

## **RESPONSIBILITIES**

Internal Event Planning, Production, and Execution (75% of time)

- Under the guidance of the Assoc. Director of Events and in coordination with the Director of Programs & Partnerships, and Director of Advancement, will assist in planning, preparation and execution of public facing events, ensuring solid communication and service across teams, vendors, and program partners
- Collaborate with Programs & Partnerships and Horticulture departments to plan engagement during public events
- Collaborate with the horticulture and facilities staff to ensure all event facilities needs are addressed in planning stages and to ensure the protection of living collection, facilities, and historic landmark throughout event execution
- Source, supervise and manage vendors, including contracting, production timelines, budget, communication, and facilitating day-of event execution
- Ensure vendors operate within the GGGP venue policies and protocols

Event Rentals Event Coordination and Execution (25% of time)

- Assist with Private Event Rentals event coordination activities, including communicating with clients and vendors before, during, and after the event, ensuring a seamless experience which exceeds client expectations and meets the GGGP event guidelines and standards
- Day-of event management responsibilities which may include placing signage, monitoring load-in and load-out, setting up rental chairs, greeting guests and assisting with directions, opening, and closing Garden entrances, overseeing vendors and private security, monitoring amplified sound levels, completing post-event site walk-through with the client

## **QUALIFICATIONS**

- 5-7 years of experience in event planning/event management, preferably in a public/cultural institution
- Experience in planning large scale events such as a music festival, beer garden, or fundraiser
- Bachelor's degree preferred
- Hyper-organized with demonstrated track record of excellent time management and project management, including developing and managing a budget
- Demonstrably creative, adaptive, innovative, and collaborative in keeping with a public organization
- Team player with strong customer service and interpersonal skills including experience building and maintaining relationships with colleagues and external clients and interacting with the public

