

Gardens of Golden Gate Park

Conservatory of Flowers
Japanese Tea Garden
San Francisco Botanical Garden

Position Title: Event Sales Associate

Department: Event Rentals

Full or Part Time: Full-time

Regular or Temporary: Regular

Exempt or Non-exempt: Non-exempt

Salary: \$30 - \$32 per hour

Gardens of Golden Gate Park is an equal opportunity employer and encourages candidates with diverse backgrounds and experiences to apply.

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 Event Sales Associate will report to the Associate Director of Events and play an important role in supporting the Gardens of Golden Gate Park's growing private event rentals business, which can range from micro-weddings in the Moon Viewing Garden to large scale outdoor events in the Celebration Garden, enchanting after hours events at the Japanese Tea Garden, and indoor events at the Conservatory of Flowers. This individual will also assist with the Gardens' annual fundraiser, donor and member events, as well as public events such as the Garden's much-loved Flower Piano.

RESPONSIBILITIES

- Responsible for managing the reservation process for events, including: responding to private event inquiries using Tripleseat event management platform, scheduling inquiry phone calls, site visits as required, and writing rental contracts
- Ensure all event details are received such as the signed contract, required fees, liability insurance, and other day-of event paperwork is received and approved
- Coordinate and communicate 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, and completing post-event site walk-through with the client
- Work closely with the Gardens' Visitor Experience and Horticulture teams on both public and private event schedules/calendar, coordinating all moving pieces and communication of tasks to staff and volunteers
- Other duties as assigned

QUALIFICATIONS

- 1-2 years of sales experience, preferably selling event space, and event coordination
- High school graduate, with college or hospitality or tourism background
- Proven track record in sales and customer skills
- Ability to work under pressure and multi-task efficiently
- Exceptional organizational skills and attention to detail
- Ability to work both independently and as a team member
- Proficient computer skills using MS Office and preferably with prior experience using Tripleseat, Gather, PatronManager, Google Suite and Asana
- Must be able to work a flexible schedule, including weekends, holidays and late nights as required
- Ability to transport up to 50 pounds and stand for extended periods of time

For additional information and to apply: Please email a brief cover letter and resume as one pdf attachment to jobs@gggp.org with "Event Sales Associate" in the subject line.

Pre-employment requires a clear background check and reference checks. Proof of Covid 19 vaccination required.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information or any other category protected by law.