

Gardens of Golden Gate Park

Conservatory of Flowers
Japanese Tea Garden
San Francisco Botanical Garden

Position Title: Event Production Associate

Reports to: Event Production Manager

Department: Events

Full Time or Part Time: On Call, hourly

Regular or Temporary:

Exempt or Non-exempt: Exempt

Salary: \$20 - \$21 per hour, eligible for OT, Nights, weekends, holidays required

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 the 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 (a nonprofit 501c3 organization doing business as the “Gardens of Golden Gate Park” or “GGGP”) to jointly operate the Conservatory of Flowers, Japanese Tea Garden, and San Francisco Botanical Garden. A Lease & Management Agreement, 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 the nonprofit organization 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 the nonprofit organization, as well as other functions. Together, RPD and the nonprofit organization 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 at Strybing Arboretum 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:

- Support event production across the Gardens of Golden Gate Park including the Conservatory of Flowers, Botanical Garden, and Japanese Tea Garden.
- Manage equipment inventory, setup and strike tables, chairs, stanchions, and production equipment.
- Maintain appearance and cleanliness of event spaces including basic janitorial.
- Escort vendor vehicles throughout properties.
- Ensure vendors, clients, and guests operate safely and within Garden policies.
- Independently lead smaller events.
- Maintain a professional demeanor with a variety of clients and partners.

REQUIREMENTS

- 1-2 years of experience in event, food & beverage, or hospitality industries.
- Track record of successful events.
- Strong customer service skills and ability to multi-task.
- Ability to work both independently and as a team member.
- Valid CA Driver's License.
- Must be able to work a flexible schedule; weekends, holidays and late nights required.
- Ability to transport up to 25 pounds and stand for extended periods of time.

Pre-employment requires a clear background check and reference checks.

HOW TO APPLY

Please email a brief cover letter and resume with subject line "Event Production Associate" to jobs@sfbg.org. No telephone calls please.