



EVENTS and HOSPITALITY ASSISTANT

Reports to: Director of Events and Programs

FLSA Status: Non-exempt

Part-Time Position: Not to exceed 30 hours/week, or 130 hours/month

Position Summary: This position will assist with successful implementation of events at Tulsa Botanic Garden, including a focus on guest experience and customer service, especially as it relates to the Garden's private events, public programming and expanding beverage/bar program. Employee will be responsible for facilitating onsite, day-of timeline and logistics for private and public events, from set-up through tear-down, as well as some pre-planning and logistics. This position will focus attention to the Garden's beverage program, developing efficient protocols for stellar indoor and outdoor bar service, cleanliness and organization, and effective inventory/ordering systems.

Applicants for this position will join a team of dedicated professionals working diligently to build and maintain a dynamic botanic garden for Tulsa, Green Country, and beyond. Tulsa Botanic Garden is a growing, 501(c)(3) nonprofit, based in Tulsa, Oklahoma, with 170 acres of land located in southeastern Osage County, 8 miles north of downtown Tulsa.

Duties include:

- Day-of event preparations for venues and bar, often including transport and setup of tables, chairs, vendor items, signage, catering/food truck placement, musician arrival and load-in, and other event logistics
- Beverage program implementation, including streamlined setup and cleanliness protocols, inventory and assessment of ordering needs, as well as creative development of cocktail, wine and non-alcoholic offerings
- Beverage program organization and logistics, with occasional bartending and sales
- Facilitation of event-end protocols, including tear down, clean-up and end-of-day Garden closure. The majority of these hours will be evening and weekend.
- Some advanced preparation for a wide variety of events to support the Event Team, including but not limited to, venue floorplan set and general tidying, and communication of event specs with vendor, clients and Garden staff
- Some organization, inventory, and preparation of event materials, including venue rental furniture/hard goods, items for Garden programs and bar service supplies
- Occasional facilitation of youth educational programming
- Professional, courteous engagement with vendors, guests, venue clients and Garden staff
- Contribution of feedback to support event and program flow and ideas for improvement

Qualifications for this position include:

- Superb verbal and written communication skills
- Experience with public events, hospitality and beverage programs
- Experience with delivering a high level of customer service to guests, clients and chefs/catering vendors
- Experience with developing and implementing a seasonally-relevant, event-relevant menu of beverage offerings
- Ability to create logical, effective systems of organization and inventory
- Skill for maintaining a calm demeanor despite unexpected changes to event plans, and the ability to find solutions and communicate necessary information to Garden staff, clients and vendors
- Excitement and adaptability for a wide spectrum of event types, both outdoor and indoor
- Flexible schedule, with availability and willingness to work evening and weekend hours
- Willingness to hold ABLE-licensing to serve alcohol
- A friendly, helpful demeanor and enthusiastic, positive personality
- A general affinity for the Garden and its mission
- Familiarity with nature, plants and the different areas of the Tulsa Botanic Garden (and a willingness to learn!)
- Ability to lift 50lbs
- Ability to work outside in the elements year-round
- Good judgement about Garden safety and the ability to convey safety guidelines to guests

Interested applicants should send cover letter and resume to emma@tulsabotanic.org