



Botanical Garden of the Ozarks

Department: Sales and Events

Title: Coordinator, Sales and Events

Reports to: Director, Sales and Events

Job Type: Part-time, hourly, non-exempt

The Botanical Garden of the Ozarks is seeking an enthusiastic, detail-oriented Coordinator, Sales and Events to join our team. This entry-level role will support the day-to-day operations of our Sales and Events team, ensuring smooth execution of events and providing top-notch service to our clients. The ideal candidate is organized, proactive, and thrives in a dynamic, fast-paced environment.

Duties and Responsibilities:

- Assist in the setup and breakdown of events, including arranging furniture, decor, and equipment.
- Serve as a point of contact for client's coordinator(s) on the day of the booking, answering questions, addressing concerns, and providing information about the venue's services and amenities.
- Provide administrative support to the Sales and Events team by maintaining calendars, assisting with bookings/invoicing, managing contracts and permits.
- Conduct pre-event and post-event walkthroughs with client's coordinator(s)
- Manage and monitor event inventory, including BGO tables and chairs
- Work closely with the Sales and Events team, providing other support as needed

Required Qualifications:

- High school diploma or equivalent required; some college or relevant certification in hospitality, event planning, or business administration is a plus.
- Previous experience in hospitality, event management, or customer service preferred but not required.
- Excellent organizational skills, with ability to manage multiple tasks simultaneously.
- Strong written and verbal communications skills.
- Problem-solving abilities, with a proactive, resourceful mindset.
- Ability to work productively in a fast-paced environment.



Physical Requirements:

- The duties of this job will require standing, walking, sitting, talking and hearing. The person in this role will occasionally reach with hands and arms, stoop, kneel or crouch.
- The duties of this job will occasionally require lifting or moving up to 25 pounds.

Due to the nature of special events, this position requires work on certain evenings and most weekends.

Benefits:

- Competitive hourly wage
- Up to a 3% employer match on contributions to employee's retirement savings plan
- Opportunities for professional development and advancement
- Flexible scheduling based on event needs

How to Apply:

Please submit your resume and a cover letter detailing relevant experience to:
awardlow@bgozarks.org

Note: This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it.