

## **NEW JOB OPENING! September 2022**

# **Garden d'Lights Event Operations Lead**

## **A PT position with the Bellevue Botanical Garden Society**

This popular community event hosted by the Bellevue Botanical Garden Society and the City of Bellevue runs from November 26<sup>th</sup> through December 31<sup>st</sup> (excl 12.25.22). Two paid staff people are needed at the event nightly. One setting up and overseeing event operations, and one managing the ticket operations at the entry of the BBG. Both staff people will oversee and work closely with event volunteers. The Society Manager will supervise the Event Operations Lead. The Event Operations Lead position starts in September and the position will wrap up in early January.

Ticketing is primarily online and is time and date specific. In addition to online tickets attendees may have BBGS member tickets, Community Tickets distributed through the City of Bellevue, or they may pay cash at the entry.

### **Overall responsibility for the event operations**

- Hire and train temporary event support (two roles 1. Ticketing ops, 2. Event Ops)
- Review and edit the event support staff instructions
- Review and edit the Garden d'Lights volunteer instructions
- Determine volunteer shift schedule with the COB Volunteer Prog Coordinator
- Schedule event support staff for ticketing operations at the BBG entry – nightly
- Work on site five nights per week as Event Operations Lead
- Schedule event support staff for Event Operations coverage two nights per week
- Ensure ticketing system is working properly with frequent audits
- Ensure all event staff and volunteers have accurate information needed for their roles and responsibilities (printed materials)
- Conduct training for event volunteers and all paid staff
- Count and track cash collected at the event entry the following morning with a BBGS staff person
- Distribute GdL ticket to the event volunteers, provide GdL Co-Chairs tickets to distribute to the build/install team.
- Prep kitchen/event central each afternoon the event is running
- Fill event volunteer vacancies and holes by contacting a short list of emergency volunteers
- Responsible for daily total tracking with assistance from the BBGS Communications Manager – daily data sheet, excel sheet for the 2022 run

### **Additional Duties:**

- Develop training materials for facilities person, barcode scanner/greeter person, volunteer greeters, volunteer SES in conjunction with BBGS and COB staff.
- Conduct all training or make sure that COB Volunteer Program Coordinator can conduct the training for both paid staff and volunteers
- Fill in as needed for temporary event staff positions
- Do research projects as time permits such as working with volunteer team to define back-up options of electrical vendors to install/uninstall cabling
- Support volunteers in takedown, wrap-up of the event
- Support volunteers during Installation

Hours in September will be around 12-14 per week. Hours in October will be around 16-32 per week. Hours in November will range from 30-40 per week

Hourly Rate Range: \$26 - \$28

**TO APPLY, email a resume and cover letter to [application@bellevuebotanical.org](mailto:application@bellevuebotanical.org). Open until filled.**