

## Yew Dell Botanical Gardens Job Description

**Position Title:** Event Coordinator  
**Reports to:** Guest Services Manager  
**Classification:** Part Time, Seasonal

**Date:** March 2024

**Position Description:** The Event Coordinator, under the direction of the Guest Services Manager, is responsible for scheduling and managing facility rentals and will be the primary contact for guests to rent facilities at Yew Dell Botanical Gardens. Working with the Guest Services Manager the Event Coordinator will schedule and coordinate with wedding parties and event rentals. The Event Coordinator is part of a team providing an outstanding experience to our guests.

### Responsibilities:

- Manage external rental inquiries and available rental dates
- Record rental contracts and summaries including financial information and provide to the Guest Services and Rental Manager
- Manage all aspects of wedding rentals after the 30 day walk-through
- Act as the primary contact during a facility rental through the event set up and break down, coordinating with other staff as needed
- Check facilities prior, during and after events to assure correct set up, cleanliness and completion of the storage of event materials
- Work with and give guidance to event staff
- Assist with Guest services including café and bar service
- Be present during rental set up and rentals when needed and at Yew Dell events when appropriate
- Assist Guest Services and Rental Manager with rental and Yew Dell events
- Make recommendations to increase customer satisfaction and event improvements while maintaining Yew Dell's policies
- Ensure that all event policies are followed
- Other duties as assigned

### Qualifications/Requirements:

- Associates Degree or equivalent work experience
- Self-motivated
- Ability to lift 50 pounds and the willingness to “roll up sleeves” to get the job done
- Exceptional guest relations and customer service skills
- Ability to work in an organized and efficient manner
- Detail oriented with commitment to accuracy
- Excellent computer skills including Microsoft Office products including Word and Excel
- Commitment to furthering the goals of Yew Dell Botanical Gardens through creative and energetic support of the institution
- Excellent communication skills
- A positive attitude with staff, volunteers and visitors
- Must be willing to work non-standard hours including weekend and evening hours

To apply send your resume to:  
Yew Dell Botanical Gardens  
6220 Old LaGrange Road  
Crestwood, KY 40014

Or email to:

[jobs@yewdellgardens.org](mailto:jobs@yewdellgardens.org)



**YEW DELL BOTANICAL GARDENS™**