

TOWER HILL

BOTANIC GARDEN

EVENT ASSISTANT

Tower Hill Botanic Garden is a year-round Botanic Garden located at 11 French Drive Boylston, Massachusetts. The Private Events department, managed by Shauna Gendron, serves various guests of Tower Hill Botanic Garden through weddings, corporate, social, and internal events. We are seeking barbacks to assist with our events throughout the year.

The Event Assistant will be an asset to the customer service and logistical aspect of Tower Hill Botanic Garden through the Private Events department. The Event Assistant will work closely with the Manager of Private Events, Wedding Coordinator, and Private Events Coordinator on all events. They should be familiar with the hospitality industry and customer service.

Applicants should feel comfortable with all aspects of events including:

- Event Scheduling
- Vendor Relations
- Time Management
- Bar Logistics
- Bussing
- Customer Service
- Cash Management
- Problem Solving
- Fastpaced environment
- Radio Communication

The ideal applicant would have excellent interpersonal skills, extreme attention to detail, and demonstrate courteous and efficient service to our guests. They will be personable and willing to work as a team member assisting with creating a positive work environment for our staff. To apply, please email resume and cover letter to: Shauna Gendron, Private Events Manager, Tower Hill Botanic Garden: sgendron@towerhillbg.org. No phone calls please.

This is a part-time non-exempt position. Tower Hill Botanic Garden encourages diversity.

To learn more about Tower Hill Botanic Garden please visit our website at www.towerhillbg.org