



MASSACHUSETTS HORTICULTURAL SOCIETY

Horticultural Center at Elm Bank • 900 Washington Street • Wellesley, MA 02482 • 617-933-4900 • MassHort.org

2016

EVENT PERSONNEL

Season: May – October 2016 (or portions of these dates)

Primarily Weekends: Friday, Saturday, Sunday (or partial days)

UNIQUE VENUE: THE GARDENS AT ELM BANK

The Gardens at Elm Bank is a busy wedding and event venue. We are looking to fill event personnel positions for our upcoming 2016 wedding and event season. The Event personnel will play an integral role the execution of each event that takes place on the property. We primarily specialize in weddings, with a handful of other social events, and are looking for candidates who ideally have experience with both.

THE ROLE OF THE EVENT PERSONNEL:

The role of the Event personnel is to oversee the management of events on site. This includes customer service, solving problems, tending to needs of the event: electricity, minor clean up, moving tables/chairs with caterers as needed. Be responsible for the safety and security of the site. We are looking for a personable professional to help assist with our customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Service: the event personnel is the contact for the caterer, event planner, and customer during the event
- Set tables, chairs, and dance floor per event order instructions if needed (must be able to lift 50 lbs.)
- Maintain safety/security of the site
- Be able to think on your feet to solve problems and meet customer needs

QUALIFICATIONS/SKILLS:

- Must be personable and like working with people
- Calm under pressure
- Responsible for maintaining a consistent and regular attendance record
- Must be able to lift 50 pounds or more, bend, crouch
- Ability to solve minor cleaning and maintenance issues
- CORI check required

To apply: Send resume and cover letter to: kdowden@masshort.org