

GARDENS OF GOLDEN GATE PARK

Position Title: Event Production Associate

Hours: Part-time (On- call shifts; weekends, nights and holiday availability required)

Role Classification: Temporary, On-call

Exemption: Non-exempt

Reports to: Events Production Manager

Salary: \$24.00 - \$26.00 per hour

ABOUT THE GARDENS OF GOLDEN GATE PARK

The mission of Gardens of Golden Gate Park is to connect people to plants, the planet, and each other. Gardens of Golden Gate Park is a public/private partnership between the San Francisco Recreation & Park Department (RPD) and the San Francisco Botanical Garden Society (SFBGS) to jointly operate the Conservatory of Flowers, Japanese Tea Garden, and San Francisco Botanical Garden. A Lease & Management Agreement between RPD and SFBGS, approved by both the Recreation & Park Commission and the Board of Supervisors, sets the terms of the partnership. The agreement is a cooperative management agreement that outlines the roles and responsibilities for each partner. Key areas of responsibility for SFBGS include volunteer engagement, education, visitor experience, philanthropy, membership, marketing, and other functions. RPD is responsible for horticulture and facility management and maintenance, master planning and capital improvements conducted with SFBGS, and other functions. Together, RPD and SFBGS collaborate on collections management within the Gardens.

The Conservatory of Flowers is a national, state, and local landmark and a place of exceptional beauty. Built in 1879, the Conservatory was the first formal structure erected in Golden Gate Park and remains an internationally renowned icon, displaying and cultivating unusual plants to heighten awareness of the pressing need to preserve threatened rainforest environments.

The Japanese Tea Garden is the oldest operating public Japanese garden in North America. This garden provides visitors from around the world with an opportunity to experience the natural beauty, tranquility, and harmony of a Japanese-style garden and was originally created as an exhibit for the 1894 California Midwinter International Exposition.



San Francisco Botanical Garden opened in 1940 and is a 55-acre living museum within Golden Gate Park, showcasing 8,000 different kinds of plants from around the world. San Francisco's oceanic climate with cool dry summers, mild wet winters, and presence of fog allows the Garden to grow a diverse array of species from around the world.

POSITION SUMMARY

The Event Production Associate supports the execution of events across all three Gardens. Events are a mixture of private rentals, membership events and public programs. Job duties include ensuring all vendors and clients operate within the Garden's policies, creating a positive experience for all guests and maintaining the venues and equipment. This event-based role is ideal for candidates seeking hands-on experience in event production and hospitality. While hours vary depending on bookings, this position offers valuable exposure to unique venues and behind-the-scenes event operations.

This is an entry-level, as-needed position designed to provide support when events are scheduled. Rather than maintaining a fixed weekly schedule, shifts are offered based on the event calendar as bookings are confirmed—often with notice ranging from a month to two months in advance. The Event Production Associate reports to the Event Production Manager and takes direction day-of from the Duty Manager, during event shifts. Strong communication and customer service skills are essential to this position.

RESPONSIBILITIES

- Support event production across the Gardens of Golden Gate Park including the Conservatory of Flowers, Botanical Garden, and Japanese Tea Garden.
- Manage equipment inventory, setup and strike tables, chairs, stanchions, and production equipment.
- Maintain appearance and cleanliness of event spaces including basic janitorial.
- Escort and direct vendor vehicles and vendor staff throughout properties.
- Demonstrate thorough knowledge of the Garden's policies by ensuring vendors, clients, and guests operate safely and within established policies.
- Report any activity or behaviors that conflict with the Garden's operating policies to the Duty Manager.
- Ensure the Gardens and the plants within are protected while events are happening.
- Maintain a professional demeanor with a variety of clients and partners.

EXPERIENCE & QUALIFICATIONS

- 1-2 years of experience in the events, food and beverage, or hospitality industries.
- Strong customer service and communication skills, with coworkers, vendors, clients and the public.
- Strong problem solving and critical thinking skills.
- Excellent situational awareness and attention to detail.

ADDITIONAL EXPECTATIONS

- Candidates should understand this is not a regularly scheduled role. Work is dependent on venue needs, and there may be periods with limited or no scheduled shifts.
- Must be able to work late night shifts and weekend shifts, as required by the venue's schedule.
- Ability to work both independently and collaboratively with staff, vendors, and guests.
- Ability to work in varying weather conditions, both indoors and outdoors.
- Ability to transport up to 50 pounds and stand for extended periods of time.
- Maintains a professional demeanor and appearance at all times.

FOR ADDITIONAL INFORMATION AND TO APPLY: Complete application with attached cover letter at <https://recruiting.paylocity.com/recruiting/jobs/All/99885d66-fdde-45ea-b169-b55cfb505be0/Gardens-of-Golden-Gate-Park>

Gardens of Golden Gate Park is an equal opportunity employer and encourages candidates with diverse backgrounds and experiences to apply.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information, or any other category protected by law.