

Position Title: Event Production Lead

Hours: Full-time (35-hour work week); Eligible for up to 40 hours

Role Classification: Regular with Benefits

Exemption: Non-Exempt

Reports to: Associate Director of Events

Compensation: \$34.50 - \$35.50 per hour

ABOUT THE GARDENS OF GOLDEN GATE PARK

The Gardens of Golden Gate Park unite three historic gardens—the landmark Conservatory of Flowers (1879), the Japanese Tea Garden (1894), and the 55-acre San Francisco Botanical Garden (1940) — featuring more than 10,000 different kinds of plants from around the world, from rare orchids and cloud forest species to California native plants and serene Japanese landscapes.

Our pioneering public-private partnership between the San Francisco Recreation & Parks Department and San Francisco Botanical Garden Society combines the city's expertise in horticulture and facilities with the nonprofit's strengths in visitor experience, education, philanthropy, membership, marketing, curatorial services, interpretation, and community engagement. Together, we connect people to plants, the planet, and each other, cultivating an internationally renowned destination where conservation, natural beauty, and community flourish.

Learn about our [Mission](#). Get oriented with our [Strategic Plan](#).

POSITION SUMMARY

The Event Production Lead is a key member of the Gardens of Golden Gate Park Events Team, responsible for planning, managing, and executing more than 100 private and public events annually across the San Francisco Botanical Garden, Conservatory of Flowers, and Japanese Tea Garden. This unique and high-impact role advances the organization's earned revenue, community engagement, and philanthropic goals through the delivery of a diverse portfolio of indoor and outdoor weddings, corporate events, donor and member programs, fundraisers, community gatherings, and large-scale public festivals. Signature events supported through this position include Flower Piano, one of San Francisco's most beloved outdoor music festivals, and Lightscape, the Gardens' largest and most successful nighttime experience, as well as other mission-driven programs that connect and inspire tens of thousands of guests each year while showcasing the Gardens as premier cultural and event destinations.



RESPONSIBILITIES

The Event Production Lead the planning and execution of private events in the San Francisco Botanical Garden and supports the delivery of public and private events across all three Gardens. Serving as a primary liaison between clients, vendors, internal departments, and event partners, this role manages all aspects of the event lifecycle, including event planning, production development, logistics coordination, vendor management, on-site event execution, and venue opening and closing procedures. The Event Production Lead is responsible for ensuring exceptional guest experiences while maintaining operational excellence and protecting the Gardens' living collections, historic assets, facilities, and venue resources.

Event Planning & Coordination

- Serve as the primary point of contact for clients and vendors before, during, and after events, ensuring compliance with rental agreements, Garden policies, and operational requirements while delivering exceptional guest experience.
- Develop event timelines, site layouts, staffing plans, and logistical details to ensure successful event execution.
- Coordinate with internal departments, vendors, volunteers, and event partners to communicate event requirements and support the planning and delivery of both public and private events.

Day-of Event Execution & Post-Event Wrap-Up

- Lead on-site event operations, including event setup and breakdown, vendor and guest management, venue access, and oversight of event activities to ensure safe, successful, and seamless event experiences.
- Support the production and execution of public programs, festivals, fundraising events, cultivation events, and large-scale seasonal experiences across all three Gardens.
- Conduct post-event inspections, document damages or additional charges, participate in event debriefs, and complete follow-up communications with clients and vendors.

EXPERIENCE & QUALIFICATIONS

The Gardens' Event Team manages a diverse portfolio of private and public events across three unique properties, requiring a highly organized, adaptable, and hands-on event professional who thrives in a fast-paced environment. The successful candidate must be able to manage multiple priorities simultaneously, work both independently and collaboratively, exercise sound judgment under pressure, and respond effectively to changing circumstances and event needs. Flexibility is essential, as the position requires evening, weekend, holiday, and extended-hour schedules, as well as the ability to work comfortably in both indoor and outdoor environments in varied weather conditions.

Required

- Minimum of 2–3 years of full-time experience planning and executing weddings, corporate events, or special events, preferably at a public venue, cultural institution, nonprofit organization, or similar setting.
- Proven ability to manage multiple events and priorities simultaneously while coordinating effectively with clients, vendors, and cross-functional teams.
- Demonstrated sound judgment, problem-solving skills, adaptability, creativity, patience, and a positive, collaborative approach to work.
- Excellent customer service, written and verbal communication, and interpersonal skills, with experience building and maintaining relationships with clients, colleagues, vendors, and members of the public.
- Proficiency with Microsoft Office Suite required.
- Valid California Driver's License required.
- Ability to work a flexible schedule, including evenings, weekends, holidays, and extended hours as required by event operations.

Preferred

- Bachelor's degree in Event Management, Hospitality, Communications, Business Administration, or a related field preferred; equivalent professional experience will be considered.
- Experience with Tripleseat, PatronManager, Google Workspace, and Asana preferred.

ADDITIONAL EXPECTATIONS

This is a physically active, indoor-outdoor, public-facing role. The Event Production Lead will work across all three garden sites in varying weather conditions, inside a tropical conservatory, and in a shared office setting.

- Must be able to engage in a range of physical motions including standing or sitting at a desk or computer, walking on uneven surfaces, crouching, bending, squatting, kneeling, digging, climbing stairs and a ladder, working with arms outstretched or overhead.
- Lift and/or move up to 10 pounds regularly and occasionally lift and/or move up to 50 pounds.
- Ability to use and maintain necessary tools and equipment safely and effectively.
- Ability to manage risk, adhering to the Gardens' safety and emergency protocols.

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.