1199 9th Ave. San Francisco, CA 94122

GARDENS OF GOLDEN GATE PARK

415-661-1316 | GGGP.org

Position Title: Event Production Associate
Employment Type & Hours: Part-time On-Call (Weekends, nights & holiday availability required).
Department: Events
Location: San Francisco, CA, on-site
Reports to: Events Production Manager
Compensation & FLSA Classification: $26.00 per hour / Non-Exempt

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 Associate supports the execution of more than 100 private and public events annually across the San Francisco Botanical Garden, Conservatory of Flowers, and Japanese Tea Garden. The diverse portfolio of events includes indoor and outdoor weddings, corporate events, donor and member programs, fundraisers, community gatherings, and large-

CONSERVATORY OF FLOWERS
JAPANESE TEA GARDEN 日本庭園
SAN FRANCISCO BOTANICAL GARDEN

scale public festivals such as Flower Piano, one of San Francisco's most beloved outdoor music festivals, and Lightscape, the Gardens' largest and most successful nighttime experience.

ESSENTIAL DUTIES & RESPONSIBILITIES

The Event Production Associate supports event operations and on-site execution, serving as a liaison between Garden staff, vendors, and clients. This role ensures seamless event delivery, exceptional guest experiences, and the protection of the Gardens' living collections, historic assets, facilities, and venue resources while maintaining operational excellence.

- Apply thorough knowledge of Garden policies and procedures to help ensure vendors, clients, and guests operate safely and in accordance with established guidelines.
- Monitor events and report activities or behaviors that conflict with Garden policies, safety requirements, or operating procedures to the Gardens' Duty Manager.
- Manage event equipment inventory and assist with the setup and breakdown of tables, chairs, stanchions, and other production equipment.
- Maintain the appearance, cleanliness, and readiness of event spaces, including performing basic janitorial duties as needed.
- Escort and direct vendor vehicles and personnel throughout Garden properties, ensuring safe access and adherence to site requirements.
- Demonstrate sound judgment, problem-solving skills, adaptability, patience, and a positive, professional, and collaborative approach to work.

ADDITIONAL RESPONSIBILITIES

- Assist with pre-event walkthroughs and post-event checklists, noting any damage, maintenance needs, or supply shortages.
- Help restock and organize event storage areas, supplies, and equipment.
- Participate in staff meetings, training sessions, and safety drills.
- Perform other duties as assigned.

EXPERIENCE & QUALIFICATIONS

- 1–2 years of experience in event production, catering, hospitality, or a related field.
- Strong customer service and communication skills when working with coworkers, vendors, clients, and the public.
- Excellent situational awareness for risk assessment, and attention to detail.
- Availability to work early mornings, late nights, weekends, holidays, and extended hours as required.
- Reliable attendance and punctuality required, with advance notice of anticipated tardiness or absences in accordance with Garden policy and applicable law.

WORKING ENVIRONMENT & PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a physically active, public-facing role that involves working indoors and outdoors across all three Garden sites, in varying weather conditions, inside a tropical conservatory, and in a shared office environment.

- Ability to perform a range of physical activities, including standing and sitting at a desk or computer, walking on uneven surfaces, crouching, bending, squatting, kneeling, climbing stairs and ladders, and reaching with arms outstretched or overhead.
- Ability to frequently lift, move, or transport equipment weighing up to 50 pounds.
- Ability to safely and effectively operate and maintain necessary tools and equipment.

APPLICATION DEADLINE: This position is open until filled.

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

EQUAL OPPORTUNITY & LEGAL NOTICES:

- We are an equal opportunity employer and do not discriminate based on any protected characteristic under federal, state, or local law.
- We provide reasonable accommodations for qualified applicants and employees, as required by law. If you need one at any point, please contact AskHR@gggp.org or any member of our team.
- We follow all applicable fair chance hiring laws. A background check is conducted only after a conditional offer.