



Position Description

Title: Corporate and Social Events Coordinator
Reports to: Director of Events
Status: Full Time, Non-Exempt
Hours: Generally 8 - 4:30 pm, M-F, with some exceptions due to Special Events
Updated: June 7, 2023

Position Summary

Join a team that values the diverse talents and ideas of each staff member at Green Bay Botanical Garden. The Corporate and Social Events Coordinator will develop and implement a sales plan to meet budgetary goals for corporate and social rentals, corporate and group ticket purchases. Ensure guests have an exceptional experience by overseeing these events. Working with the Garden's Events Team in assisting in all Gardens events to achieve overall organizational success.

Core Competencies & Essential Functions

1. Participate in all aspects of a successful facility rental program: prospecting, touring, negotiating and generating contracts, event detailing, payment management and guest follow up including satisfaction surveys to ensure each event is a success.
2. Work flexible hours with availability to clients for meetings and events including weeknights and weekends. Attend chamber, convention and visitor bureau and trade show events as needed to help promote rentals.
3. In conjunction with the Director of Events and Director of Marketing & Communications, develop and implement effective marketing and promotional plans and materials for all corporate and social (indoor and outdoor).
4. Organize and coordinate communications to all staff involved with events/rentals as needed, to facilitate timely implementation and successful oversight.
5. Supervises Event Lead, Events Assistant and Event Interns as related to working these events.
6. Prospect and maintain connections with businesses, organizations and promotion outlets to increase awareness of rentals and services.
7. Assist Director of Events in producing and submitting an annual budget to meet the operational and income goals of the department. Maintain, manage and account for all revenue and expenses related to sales and rentals.
8. Communicate new corporate rental prospects to Director of Development in order to evaluate new opportunities for partnership/sponsorship of the Garden.
9. Represent the needs of the corporate and social rentals business at weekly team meetings.
10. Coordinates group ticket purchases and holiday parties during Garden of Lights.

11. Performs other duties as requested.

Qualifications, Skills, & Physical Requirements

- Associate or Bachelor's degree preferred and/or 3 years sales management or event coordination experience. Or an equivalent combination of education and experience.
- Highly proficient in Microsoft Office, Teams and/or other databased programs; Blackbaud Altru knowledge a plus
- Knowledge of audio, visual and sound equipment set-up and operation preferred.
- Excellent organizational, interpersonal, written and verbal communication skills with a sincere desire to serve the public.
- Strong attention to detail and accuracy.
- Positive attitude, dependable, reliable.
- Culturally sensitive and able to work effectively with diverse groups of people
- Able to work as a team, yet be the lead in handling challenging situations during an event.
- Occasional standing up to 4 hours; some lifting and hauling of furniture or materials up to 40 pounds is required.
- Must be flexible in working hours and environment, meeting with clients and touring indoors/outdoors. Working weekends to assist with events is required.
- Desire to work in a mission-based environment and knowledge of community resources is a plus.

Standard Benefits

Employees at Green Bay Botanical Garden have access to a competitive benefits package:

- Health insurance coverage and Life insurance (30-40 hours/week)
- Retirement Plan/401(K) (available to enroll after six months or 1,000 hours)

Standard Work Perks

Employees at Green Bay Botanical Garden can enjoy the following perks:

- Free daily admission to the Garden and for up to four guests per visit
- Free passes to ticketed events
- Discounts on ticketed events
- 15% discount at the WPS Trellis Gift Shop
- 50% off room rentals for a private event

Apply

[Complete the Employment Application](#) on our website and submit your cover letter and resume by June 23, 2023.

Equal Opportunity Employer

Green Bay Botanical Garden provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Our employees love to perform their work in a team environment that includes our volunteers. We value our connection to the greater northeast Wisconsin Community. We care about and value the diverse talents and ideas each employee brings to Green Bay Botanical Garden.

Our Mission

Green Bay Botanical Garden connects people with plants by providing year-round educational and recreational experiences for everyone in an environment that engages, inspires and refreshes.

Updated January 2023