



Position Opening

Job Title:	Event Coordinator, McGovern Centennial Gardens
Work Location:	Hermann Park, Houston, TX
Full-time/Part-time:	Part-time, Nights and Weekends
Effective Date:	ASAP

Primary Focus:

Hermann Park Conservancy is a citizens' organization dedicated to the stewardship and improvement of Hermann Park—today and for generations to come.

The primary duty of the Event Coordinator is to coordinate logistics for functions at the McGovern Centennial Gardens. They will be on hand during all hours of the events to assist with logistics. This position reports to the Venue Manager, Centennial Gardens.

Duties and Responsibilities:

- Open the building and be on hand during event set-up
- Coordinate and assist with table and chair set-up within the Cherie Flores Garden Pavilion
- Ensure that all Conservancy policies and procedures are being followed
- Coordinate with housekeeping staff and assist with maintenance issues
- Liaison with event security personnel
- Communicate with and direct event vendors, planners and other personnel
- Complete post-function walkthrough with vendors and/or function holders to ensure facilities are left in a clean and orderly condition
- Secure building and Conservancy assets at the conclusion of each event
- Report to Venue Manager post-event recap, concerns and facility issues
- Other duties as assigned

Skills & Qualifications:

- Must have excellent communication, interpersonal and organizational skills
- Ability to work in a fast-paced environment and manage multiple tasks simultaneously
- High School Diploma or General Education Degree (GED) required
- Experience with event logistics is preferred
- Ability to lift a maximum of 50 pounds
- Must be able to pass a drug test and criminal background check

Salary and Hours

- \$15.00 per hour
- Part-time **NIGHTS and WEEKENDS**
- 10 – 29 hours per week

How to apply:

Send cover letter and resume by email to:

Venue Manager
Hermann Park Conservancy
1700 Hermann Park Drive
Houston, TX 77030
713.524.5887 fax
facilityrentals@hermannpark.org
www.hermannpark.org

Hermann Park Conservancy is an equal opportunity employer.