



## Position Opening

<b>Job Title:</b>	Assistant Closing Manager, McGovern Centennial Gardens
<b>Department:</b>	Centennial Gardens Operations
<b>Work Location:</b>	Hermann Park, Houston, TX
<b>Full-time/Part-time:</b>	Part-time, weekdays and weekends

### **Primary Focus:**

The McGovern Centennial Gardens (MCG) in Hermann Park is a unique display garden and destination, free to the public, open daily, and available for special events on occasion. The Assistant Closing Manager will join a dedicated staff responsible for the weekend operations of the garden to ensure the highest standards of customer service (ambassadorship), site maintenance, tactful park rule enforcement, and supporting facility rentals with sales prospects and private event execution.

### **Duties and Responsibilities:**

- Be a visible, engaging, welcoming, and knowledgeable authority figure to the public at all times (ambassadorship).
- Observe garden visitor behavior and intervene as necessary with personal interaction and/or delegation to park staff.
- Coordinate site maintenance, housekeeping, and facility rental staff to uphold high maintenance standards, personally assisting to perform the tasks when necessary (including but not limited to changing trash cans, cleaning spills, etc).
- Ensure that all Conservancy policies and procedures are being followed by visitors, staff, program partners, and vendors.
- Perform nightly closing procedures for the Centennial Gardens and secure premises.
- Coordinate with Venue Manager to conduct tours with prospective facility rental clients.
- Liaison with garden and venue security personnel.
- Communicate with and direct event vendors, planners and other personnel as appropriate.
- Complete reports to management staff to recap weekend concerns and facility issues.
- Other duties as assigned.

### **Skills & Qualifications:**

- Must have excellent communication, interpersonal and organizational skills
- Must be able to calmly and professionally intervene with groups or individuals to enforce rules
- Ability to work in a fast-paced environment and manage multiple tasks simultaneously
- High School Diploma or General Education Degree (GED) required
- Experience with customer service, security, and/or 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**

- \$17.00 per hour
- Part-time, 25 hours/week