



myriad botanical
GARDENS

MYRIAD GARDENS FOUNDATION
Job Description

Job Title: Pumpkinville Seasonal Employee
Reports to: Director of Festivals & Events
FLSA Status: Nonexempt
Work Schedule: Part-time, seasonal; evenings and weekends required
Application Deadline: September 1, 2017

Summary

The Myriad Gardens Foundation is looking for an enthusiastic individual to join our Public Events team for this year's fall festival, Pumpkinville. Pumpkinville is our fundraiser and membership drive for the Myriad Gardens, a 501 (c)(3) non-profit organization. This is a 17 day event with over 16,000 pumpkins. The Public Events Seasonal Employee should be passionate about events, the vibrant Oklahoma City community, and offering the best experience to every guest at the Myriad Gardens.

The Public Events Seasonal Employee serves as ambassador at large for Myriad Gardens Foundation, and must demonstrate professional excellence and perform to the Gardens' standards of quality at all times.

The Public Events Seasonal Employee will be asked to attend trainings and staff orientation on Wednesday, September 20 from 3 p.m.-5 p.m. Pumpkinville runs Friday, October 6 to Sunday, October 22 from 10 a.m.-5 p.m.

Essential Duties and Responsibilities:

- Ensuring a wonderful guest experience during Pumpkinville.
- Assist with sales, admissions, and clean-up for Pumpkinville, pumpkin patch, and Paint-A-Pumpkin areas.
- Performs other duties as may be assigned including providing office and event/program assistance in other related departments at the Gardens.

Computer Equipment and Software Requirements

- Experience with Blackbaud or POS software preferred, but not required.
- Experience in use of standard office equipment.

Education and/or Experience

- High school diploma or equivalent preferred
- Previous sales and/or customer service experience preferred

Certificates, Licenses, Registrations

- Valid Oklahoma Driver's License.

Skills and Abilities Required

- Exceptional guest service and organizational skills and the ability to work in a fast-paced environment.
- Exemplary verbal and written communication skills.
- Ability to interact effectively with the staff, volunteers, instructors and partners.
- Ability to think strategically, resourcefully, and be a skilled problem-solver.
- Established skill in working with diverse audiences, especially children.
- Must have the flexibility and willingness to work on evenings and weekends.
- Ability to work outdoors in a variety of weather conditions.

Physical Requirements

- Must be able to sit for extended periods.
- Must be able to bend, stoop, lift, and carry objects weighing up to 50 pounds.
- Must be able to climb stairs.
- Must be able to lift and push event equipment, i.e. tables, chairs, audio visual equipment, chair and table carts

Work Environment

The employee will work in a botanical gardens environment. Some locations visited during the course of executing job duties may not be wheelchair accessible; most time will be spent outside in various weather conditions.

Hours and Rate: \$10/hour for seasonal work through our 17 day festival (October 6 – 22)

To Apply: Please send a resume and three letters of reference by Friday, September 1, 2017 to: aelkins@myriadgardens.org or: Myriad Gardens Foundation, ATT: Ashley Elkins, 123 S Hudson, Oklahoma City, OK, 73102.