



myriad botanical
GARDENS

EVENT LEAD INTERN

Organization Overview

Myriad Gardens is a 15 acre public garden at the heart of downtown Oklahoma City. As part of a growing city experiencing a renaissance in recent years, the Myriad Gardens has become a highly valued and active public space for families and downtown employees. A major renovation was completed in 2011 updating the landscape and facilities into a beautiful, state-of-the-art destination that attracts over 1 million people every year.

Summary

Under the general direction of the Director of Festivals and Events, the Event Lead is responsible for the successful execution of Myriad Gardens' public and private events including festivals, wedding ceremonies and receptions.

Essential Functions

- Assist Public and Private Events departments in event preparation, set up, daily execution and dismantle.
- Assist all event personnel including volunteers, seasonal employees, the Myriad Gardens' maintenance, housekeeping and security staff as needed during the event.
- Collaborate with all departments at Myriad Gardens to promote a successful organization-wide event and a high level of customer service/satisfaction.
- Review and understand all event contracts and layouts prior to shift to ensure seamless execution.
- Effectively and professionally interact with all clients (internal & external) including vendors, caterers, musicians, wedding planners, and staff ensuring excellent customer service is provided.
- Oversee vendor load-in and load out, including set-up, break down and cleanup of the event.
- Completes incident reports and handles any other issues pertaining to vendors, the event, and safety of individuals attending and the maintenance of the Gardens' facility from damage.
- Monitor event activities to ensure the client and event attendees are satisfied.
- Understand the functions and general layout of key outdoor venues and of the Park House Event Center.
- Communicate clearly both orally and in writing to staff, volunteers, and guests.
- Provide exceptional customer service, leadership, problem-solving, and organization skills when working with and around people of all ages.

- Work independently as well as on a team and effectively collaborate with coworkers.
- Confident, fair, energetic, and positive while working with guests and Gardens' staff.
- Collects cash, checks, and/or credit card transactions at event functions.
- Seeks assistance from superiors when necessary and accepts constructive feedback on an on-going basis.
- Uses time management and prioritizes work load to complete multiple tasks efficiently.

Requirements

High school diploma or equivalent.

Good Microsoft Word and Excel skills.

Experience in use of standard office equipment.

Must have access to reliable transportation and be able to report to work on a changing schedule, including weekends, evenings and holidays.

Work Environment

The employee will work in an office environment. Some locations visited during the course of executing job duties may not be wheelchair accessible; some time may be spent outside.

Physical Requirements

Must be able to sit for extended periods.

Must be able to bend, stoop and lift on occasions.

Must be able to climb stairs.

Must be able to walk from office building to Garden and/or Scissortail Park facility. Terrain may be uneven.

Able to lift up to 40 pounds and work with arms stretched out overhead.

Work in various weather conditions and temperatures (indoor and outdoor) and may work long hours.

Students are encouraged to seek academic credit for internship through their university. This position earns \$10/hour and is considered seasonal/full time that is expected to be from May to October.

Interested candidates may apply by emailing resume to careers@myriadgardens.org.

Equal Opportunity Employer (EOE)