



About Us

As Kansas City's Botanical Garden, Powell Gardens plays a vital role in the community as a space for release, rejuvenation, and the celebration of the fleeting nature of nature itself. Visitors enjoy themed display gardens, a three-mile nature trail, seasonal festivals, rotating exhibitions, and exceptional architecture. Established in 1988, Powell Gardens is a public garden, maintaining 970 acres of lush, rolling hills and windswept meadows, with more than 175 acres and a large collection of plants open to the public for education, exploration, and recreation.

We at Powell believe that our team members are our most important asset. By building strong relationships with each other, we can ensure that our guests have the best possible experience. If you love to work in a beautiful setting and want to leave your mark in the gardening world, Powell Gardens is the place for you! Come experience our beautiful gardens and join our team of experts.

Summary

This Part Time role is responsible for the facilitation of private events for Powell Gardens including but not limited to weddings, receptions, rehearsals, memorial services, celebratory occasions, corporate events, and holiday parties. This position will work closely with the Manager, Private Events and the Coordinator, Private Events to ensure successful events for clients of Powell Gardens. This is a utility position that may be scheduled to give tours to existing or potential clients, be the on-site event liaison for the venue, bartend an event and other duties as assigned.

Essential Functions

- Facilitates a venue tour with potential clients to educate them about the various venues that Powell Gardens has to offer.
- Being available to facilitate the rehearsal as well as the event. The event liaison conducts both events to optimize our client's confidence.
- Utilizes Tripleseat, the POS software system, schedules, calendars & email effectively and consistently.
- Details and organizes all correspondence with clients.
- Coordinates logistics as needed with clients.
- Serves as the day of main point of contact with clients and vendors throughout the entirety of event, delivers exceptional service to exceed expectations while overseeing vendor relations.
- Collaborates with other departments when needed to ensure the clients and vendors receive exceptional service.
- Bartending with integrity and the highest standard set forth by our department when you are setting up your station before, during and after the event.
- Being responsible for setting up the bar station, preparing garnish, equipment and utensil check for safety and established guidelines.
- Operating our POS system with credit cards and cash handling.

Other Duties

- Ensures compliance with responsible alcohol service guidelines with regards to guest limitations and age restrictions.
- Arrive earlier than the event start time to set up and being able to clean up after the event.
- Follows department's dress code, organizational policies, procedures, attendance, and code of conduct.
- Operating the golf cart as the escort for our clients before, during and after their event.

Experience/Education

- High School Diploma or GED required.
- Must be at least 21 years of age.

Knowledge

- Ability to perform basic math & to make change with coin & currency
- Excellent verbal communication skills
- Speak, listen, and write in a clear, thorough, and timely manner.
- Diplomatic and professional
- Engage guests in a professional and friendly manner.
- Proactive "can do" attitude.
- Ability to manage multiple situations at once while remaining calm and collected.
- Must be able to work with clientele while providing a positive guest experience.
- Must be highly organized and be able to multi-task.
- Must be able to understand and follow directions.
- Must have excellent oral communication skills both in person & over the phone, plus have basic grammar skills to compose communication via email.
- Comfortable speaking to larger groups as needed.
- Must be able to make decisions on their own various situations with the clientele.
- Must be able to read, write legibly, understand & speak English
- Valid driver's license

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Physical Requirements/Work Environment

Must be able to work weekends, nights, and holidays; must be available to work as required to events or programs; attend all-staff meetings outside of normal working hours; requires prolonged stand; mobility, lifting to 40 lbs., reaching, and bending.

To Apply

Applicants interested in this position must submit the following to hr@powellgardens.org.

- Cover letter addressing the following:
 - Discuss your experience as it related to this role
 - Why are you interested in this role and why you would be a great fit
- Resume
- Three references: professional, academic, and/or personal

To view the full list of open positions, please go to www.powellgardens.org