



## 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. We are looking for a creative, detailed individual whose passion is private events...from weddings to corporate events and everything in between. If your joy comes from helping people plan and execute the important days in their lives, this role is for you! Come experience our beautiful gardens and join our team of experts.

## Summary

This full time role is responsible for the booking and 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 to ensure successful events for clients of Powell Gardens to help meet and exceed revenue goals.

## Essential Functions

- Responds to inquiries via telephone and email within 24 hours of a business day.
- Facilitates a venue tour and a walkthrough with current and potential clients to educate them about the various venues that Powell Gardens has to offer.
- Available to act as a liaison to client by facilitating the rehearsal and event. The event liaison conducts both events to optimize our client's confidence.
- Utilizes Tripleseat, the software system used as a master calendar for Powell Gardens, to keep an organized record of all client correspondence.
- Utilize the Lightspeed POS software system, schedules, Tripleseat, Outlook calendar, and Outlook email effectively and consistently.
- Being able to process payments through Tripleseat and Lightspeed with credit cards, cash, & checks.
- Details, organizes, and coordinates logistics and correspondence with clients.
- Serves as the day of point of contact with clients and vendors throughout the entirety of events, delivering exceptional service to exceed expectations while overseeing vendor relations and collaborating with ALL Powell Gardens departments.
- Must have a flexible schedule to be the on-site contact for current or potential clients to conduct tours, walkthroughs, rehearsals, and day of contact including daytime hours, but will be working weekends and evenings during peak season.
- Coordinates and schedules on-site coverage for all events and tours.

- Be able to create contracts and event orders using Tripleseat.
- Being able to process all contractual paperwork in accordance with procedures including invoicing and collecting payments prior to the event.
- Organizes and maintains the food program for the Meadow Cottage by creating menus, accurate inventory, ordering, and distributing the essential functions of this program.
- Day of Coordinator for the wedding clients that have chosen this added option for their events. This includes a program of timelines, walkthroughs, and day of practices.

### **Other Duties**

- Assist with bartending needs including bartender schedule, setups, and banks for cash bars.
- 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 guide for our clients before, during and after their event.

### **Experience/Education**

- Bachelor's Degree Preferred
- High School Diploma or GED required.
- Must be at least 21 years of age.

### **Knowledge**

- Ability to perform basic math and manage 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 Drivers License

### **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.

**Benefits**

Medical/Dental/Vision

HRA and FSA Plans

Supplemental Insurance Available

403b Plan

Employer Paid Life Insurance

Employer Paid Short-Term and Long-Term Disability Insurance

Generous PTO Plan

11 Paid Holidays per year

**To Apply**

Applicants interested in this position must submit the following to [hr@powellgardens.org](mailto: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](http://www.powellgardens.org)