

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Senior Event Specialist – Horticulture                      Full Time  - Salary Grade: Local 32 - Class VIII

Division: Cultural & Environmental Resources                      Effective Date: 7/15/2021

Prepared by: L. Laffey    Approved by: R. Vitale

**Position Charter:**

Under the general supervision of the Superintendent of Horticultural Education. In accordance with administrative guidelines procedures and policies of the Morris County Park Commission and divisional directives, the Senior Event Specialist's primary responsibility is to coordinate the use of Park Commission horticulture facilities for weddings, personal events, corporate events, community events, and Park Commission events.

**Essential Functions:**

- Coordinates functions related to facility/tent rentals including but not limited to Frelinghuysen Arboretum, Willowood Arboretum, and Bamboo Brook for private events.
- Creates rental contracts; makes facility/rental item reservations and inputs accurate information into computerized reservation system.
- Collects fees as required and processes payments, insurance documentation and submits for approval for final permit issuance.
- Assist clients with the planning of associated details leading up to the day of the event.
- Communicate event specifications, procedures and changes with affected departments including, but not limited to Visitor Services, Park Maintenance, Park Police, and Horticulture Maintenance.
- Ensures vendors and clients comply with facility rules and regulations.
- In conjunction with the Marketing and Communications staff, the incumbent promotes the Park Commission horticulture facilities to diverse audience through print, media, and other methods.
- Responds to complaints in a tactful, pleasant manner, in order to provide effective customer service.
- Coordinates shows and special events with garden clubs, plant societies, nature clubs, schools, professional organizations and other organizations and institutions to secure and provide the widest variety of horticultural and botanical programming possible.
- Covers large events and weddings or arranges for other staff to do so. Schedules overtime for custodial staff as needed. Coordinates evening and weekend facility staffing.
- Monitors events for compliance with Park Commission policies related to the sale of merchandise, books and other items

- Oversees the Haggerty Education Center Gallery reservation program reviewing artist portfolios, scheduling shows, ensuring proper signage of shows and following up on all Gallery sales to ensure that payment is made to the Morris County Park Commission.
- Insure proper set-ups for programs and the efficient functioning of all facility systems, including the audio-visual equipment, HVAC and electrical systems.
- Insures compliance with Morris County Park Commission policies and procedures, especially in conjunction with public access and education issues.
- Insures adherence to established PEOSHA and Morris County Park Commission Safety Standards.

**Other Functions:**

- Assists the Superintendent of Horticultural Education in various administrative and educational functions related to the objectives of the Division.
- Assists with budget and report preparation.
- Works with education and maintenance staff when additional help is required.
- Performs other tasks or projects as assigned.

**Qualifications:**

- Bachelor's degree or four (4) years' experience in one of the following fields: parks, recreation, leisure services, hotel services, or other appropriate discipline.
- Must possess excellent customer service skills and present a professional appearance along with the ability to problem solve independently and communicate effectively.
- Experience handling wedding and social affairs is preferred.
- A basic understanding of horticulture and botany is preferred.
- Outgoing, friendly attitude and ability to be self-directed.
- Ability to manage multiple projects and deadlines and adjust priorities accordingly.
- Ability to work under pressure and meet deadlines.
- Hands-on use of personal computer and applications with proficiency in Microsoft Office Products.
- Ability to comprehend established office routines, rules, and regulations of complexity and to organize assigned work and develop effective work methods accurately with a high level of attention to detail.
- Ability to communicate effectively in both verbal, written print and electronic form, to compose routine letters, memos, transmittals, e-mails and similar correspondence to the customers, park staff, managers, vendors, contractors, professionals, and regulatory personnel.
- Possession of/or ability to obtain a valid New Jersey Driver's License.
- Experience in planning and coordinating public activities involving changing facility and staffing priorities.
- Ability to maintains an attendance record satisfactory for the performance of the essential functions of the position.
- Ability to work a flexible schedule which includes evenings, weekends, and holidays.

- Ability to perform the essential functions of the position with or without reasonable accommodation.

Incumbent may delegate to subordinate part of the responsibility, but may not delegate nor relinquish accountability for results.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.