



## EMPLOYMENT OPPORTUNITY

### Event Assistant

Part-time, May through September (with possibility of full-time hours during busy periods).

Hourly Rate: \$16.43

Schedule varies according to season and activities at the Garden; weekend and evening work is required.

The University of Alberta Botanic Garden is seeking enthusiastic individuals with a passion for people and the outdoors to join our team for the summer. Event assistants work with special public events at the Garden and provide exemplary customer service to our wedding and facility rental clients. This is an excellent opportunity for those interested in a career in tourism, hospitality or special event planning. This is a fast-paced, physical position, with a wide variety of activities.

#### DUTIES

- Sets up tables, chairs, and other equipment for special events, including wedding ceremonies
- Greets and directs special event and wedding guests
- Provides on-site service to clients who book facility rentals, weddings and photos at the Garden
- Conducts wedding rehearsals
- Assists with preparation, setup and all aspects of special public events at the Garden
- Facilitates a parking crew during busy times
- Other duties as required

#### QUALIFICATIONS AND REQUIREMENTS

- Service-oriented, with experience in providing exceptional customer service
- Must be reliable, flexible, responsible, mature, outgoing, personable and tactful
- Ability to work with little or no supervision, and in a team environment
- Must genuinely enjoy working with the general public, and with groups of various ages and cultural backgrounds
- Must enjoy working outside
- Must be able to lift up to 50 pounds
- Flexibility to accommodate a varied work schedule; evening and weekend work is required along with some daytime hours
- Experience/education in tourism, special event, or hospitality industries an asset
- First Aid and CPR an asset
- Must possess a valid Class 5 driver's license
- Must have a vehicle, as the Garden is not accessible by public transportation
- Job training is provided

#### TO APPLY:

Send resume along with a cover letter to:

Georgina Bull  
Wedding & Special Event Coordinator  
University of Alberta Botanic Garden  
[georgina.bull@ualberta.ca](mailto:georgina.bull@ualberta.ca)

Application Deadline: March 13, 2020

*We thank all applicants, however only successful candidates will be contacted.*

