



EMPLOYMENT OPPORTUNITY

Event Assistants

Part-time and full-time seasonal. November 22 to January 9, 2021, possibility of extension to March.

Hourly Rate: \$16.43

Schedule varies according to season and activities at the Garden; daytime, weekend and evening work required. Must be available to work any day of the week, including Saturdays, Sundays, and statutory holidays.

The University of Alberta Botanic Garden is a stunning 97 hectare property located 15 minutes southwest of Edmonton, with cultivated gardens, plant collections and indoor showhouses.

The Garden is seeking enthusiastic individuals with a passion for people to join our team for our December Luminaria Opening. Event Assistants will provide exemplary customer service helping out in Memory Lane, the Apple Cider Station, Parking Crew, and other activities. This is an excellent opportunity for people interested in a career in tourism, hospitality, and events. Job training provided.

Effective November 1, 2021 the University of Alberta will require everyone on our campuses, including the Garden, to be [fully vaccinated](#).

DUTIES

- Assisting with set up and tear down of candles for the Luminaria event
- **Preparation, service, and tear down of Apple Cider station**
- **Assisting with site safety and upkeep**
- **Musician liaison**
- **Directing guests in parking lot as needed**
- **Other duties as required**

QUALIFICATIONS AND REQUIREMENTS

- Experience/education in tourism, hospitality, or events industries an asset
- Service-oriented, with experience in providing exceptional customer service
- Reliable, flexible, responsible, mature, outgoing, personable and tactful
- Genuinely enjoy working with the general public, across varied ages and cultural backgrounds
- Excellent command of written and verbal English language required; French or other language an asset
- Ability to work with little or no supervision, and in a team environment
- Able to lift up to 50 pounds
- These positions require standing for extended periods, and outside work in all weather
- First aid and CPR an asset
- Flexibility to accommodate a varied work schedule
- Class 5 Driver's license and own transportation required. The Garden is not accessible by public transportation.
- ProServe an asset

TO APPLY:

Send resume along with a cover letter to:

Kelsie Baron, Visitor Services Coordinator

kzbaron@ualberta.ca

Application Deadline: October 24, 2021

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



University of Alberta Botanic Garden
Located in Parkland County, 5 km north of Devon on Hwy 60
botanicgarden.ualberta.ca