



EMPLOYMENT OPPORTUNITY

Wedding & Event Team Lead

Part-time, January through October (with possibility of full-time hours during busy periods)

Hourly Rate: \$19.69

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

The University of Alberta Botanic Garden is seeking an enthusiastic individual with a passion for people and the outdoors to join our team. The Wedding & Events Team Lead provides exemplary customer service to our wedding and facility rental clients. The Team Lead also provides assistance to Garden events as required. This is an excellent opportunity for those interested in a career in special event planning, hospitality or tourism. This is a fast-paced, physical position, with a wide variety of activities.

DUTIES

- Manage the booking process for weddings, facility rentals and photography clients from start to end
- Process payments through the Garden's booking system
- Respond to email and phone inquiries
- Work with the visitor services team to provide them with booking details for guests arriving through the gate
- Assist wedding & event coordinators with on-site execution of weddings, facility rentals and events
- Lead wedding & event assistant staff in running daily tasks
- Maintain inventory of equipment and storage areas
- Prepare documents for wedding rehearsals and day of event
- Assist with staff scheduling recommendations dependent on number of bookings
- Provide administrative support with the Garden's booking system for all private and public events
- 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 schedule; evening and weekend work required dependent on events
- 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 provided
- Effective November 1, 2021 the University of Alberta requires proof of full vaccination against COVID-19, in compliance with the University's COVID-19 [Vaccination Directive](#).

TO APPLY: Send resume along with a cover letter to:

Danielle Rouleau, Assistant Wedding & Special Event Coordinator

rouleau@ualberta.ca

Application Deadline: January 9, 2022

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