



EMPLOYMENT OPPORTUNITY

Event Assistant

Part time, April through October 15, 2022 (with possibility of extension in the fall)

Hourly Rate: \$16.43

Schedule varies according to season and activities at the Garden; daytime, weekend and evening work is required. Must be available to work any day of the week, including Saturdays, Sundays and statutory holidays. The University of Alberta Botanic Garden is located in Parkland County, five kilometres north of Devon and approximately 15 minutes southwest of Edmonton.

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. Job training is provided.

All events and activities taking place at the Garden strictly follow AHS and U of A health guidelines.

DUTIES

- Sets up tables, chairs, and other equipment for events, including weddings
- Greets and directs event and wedding guests
- Provides on-site service to clients who book events, weddings and photos at the Garden
- Conducts wedding rehearsals
- Assists with preparation, setup and all aspects of special public events and experiences at the Garden
- Facilitates a parking crew during busy times if required
- 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
- A valid Class 5 driver's licence is required
- Reliable transportation, as the Garden is not accessible by public transportation

TO APPLY:

Send resume along with a cover letter to: uabg.info@ualberta.ca

Application Deadline: April 8, 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