

DESERT BOTANICAL GARDEN

CFE Description

TITLE: Event Services Career Field Exploration Volunteer
DEPARTMENT: Event Services
REPORTS TO: Assistant Director of Event Services
STATUS: Part time unpaid internship

PURPOSE OF POSITION: To provide support (administrative & operational) to the Event Services Department, with an emphasis on Garden-hosted special events to further departmental goals and the mission of the Desert Botanical Garden.

VOLUNTEER GENERAL EXPECTATIONS:

- Obtain an understanding of the Desert Botanical Garden's mission statement and general daily operational procedures.
- Obtain an understanding of event operations – including setup, mid-event management and tear down.
- Able to lift 30 lbs, work a variety of shifts/days and outdoors in a wide range of weather conditions.

CFE VOLUNTEER SPECIAL EVENT EXPECTATIONS:

- Assist with the execution of the Desert Botanical Garden hosted special events which may include – *Fall Special Events*, *Music in the Garden*, *Las Noches de las Luminarias*, *Dogs Day in the Garden*, *Corks & Cactus*, *Agave on the Rocks*, *Dinner on the Desert*

CFE VOLUNTEER MISC. DUTIES EXPECTATIONS:

- Perform clerical duties as needed.
- Perform other duties as assigned by the Director and Assistant Director of Event Services, Special Events Manager, Corporate Event and Group Sales Coordinator, Event Sales Manager, Beverage Manager or members of the Event Services Department.
- Minimum 50 hour commitment with additional hours available.

October 19, 2017