

Tucson Botanical Gardens

Position Description

The Tucson Botanical Gardens (TBG) is a 5 ½ acre public garden located in the heart of Tucson. The former property is the historic Tucson Porter family, and is now home to 17 different display gardens, the Cox Butterfly & Orchid Pavilion, an outdoor garden railway, three gallery spaces, a gift shop and Edna's Eatery.

Rated as one of the top attractions in the City of Tucson, the Tucson Botanical Gardens was also recently named as one of USA Today's Top Ten Best Botanical Gardens in its Readers Choice 2023 Awards. With a household membership of over 5,000 and a visitation of over 150,000 visitors each year, the Gardens is seeking an enthusiastic new team member to be part of a growing and thriving public garden.

TITLE: **Event Security**

PURPOSE: To provide security for Tucson Botanical Gardens' gardens, buildings, visitors, volunteers, docents, staff, renters and outside contract employees (teachers, etc.)

DUTIES AND RESPONSIBILITIES:

- 1) Serve as the point person and representative of the Tucson Botanical Gardens to outside renters, in of the facilities.

Weddings/Parties and Meetings

- 2) Greet each rental party and review the rental rules and regulations of the contract with the renter.
- 3) Enforce all rental rules as outlined in the contract.
- 4) Monitor wandering guests and ensure that guests remain in the rented areas.
- 5) Perform periodic/scheduled sound checks to insure levels kept at legal levels.

Teachers/Classes

- 6) Greet all teachers.
- 7) Assist teachers with set-up and clean-up.
- 8) Remain in the direct area during the class.
- 9) Lock up the facilities and ensure that the parking lot is
- 10) Assist teacher with clean-up

All Events

- 11) Responsible for building and Garden lock up.
- 12) Ensure all guests have left the premises.
- 13) Check to ensure that all buildings are secure and alarmed, that outside security lighting is on, and that the parking lot is clear after all rental events. Lock main gate.
- 14) During an event, conduct periodic checks of the grounds.
- 15) Watch for safety problems during all events and report them to the responsible party.
- 16) Act as point person for emergencies.

DEPARTMENT: Facility Rentals

REPORTS TO: Facility Rental Manager

SUPERVISES: N/A

BUDGET: N/A

COOPERATIVE RELATIONSHIPS: Staff, Board, Volunteers, Visitors and renters.

POSITION REQUIREMENT: Valid Arizona driver's license. Employee must be able to lift 50 pounds. Hours worked each week vary; both weekday and weekend evenings.