

Event Attendant: Tulsa Garden Center

Permanent Part-Time; Schedule Determined by Rental and Affiliate Events; Hourly Pay based on Experience.

Reports to: Event Coordinator; this is not a supervisory position

Primary Responsibilities:

The Tulsa Garden Center is looking to hire an outgoing and organized individual to join our Events Team. We specialize in exceptional customer service and the preservation of Tulsa's rich history; our ideal candidate is someone who can ensure guest satisfaction while maintaining the integrity of our properties. Primary duties include greeting visitors, monitoring building usage (per contracts), and pre and post event communication with the Event Coordinator. This position will be responsible for observing events, anticipating guest needs, and acting as the primary contact for guests and vendors throughout each event. All day-of-coordination is the responsibility of the Event Attendant; this includes the contracted client as well as any caterers/vendors who are participating in the event.

Requirements:

High School Diploma or equivalent.

Experience in hospitality, catering, or event work.

Ability to work flexible hours- nights & weekends are necessary.

Professional appearance and demeanor.

Physical Requirements:

Arm & hand dexterity enough to use a keyboard & telephone.

Frequent lifting, carrying, pushing up to 50 pounds; Moving tables & chairs when necessary.

Frequent walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling and twisting; Climbing ladders when necessary; Climbing stairs.

Vision, speech & hearing sufficient to perform the primary responsibilities.

Please Email Resume or Inquiries to cburdell@tulsagardencenter.com