



# BERKSHIRE BOTANICAL GARDEN

## **Director of Special Events**

Full time, 40 hours/week, year-round

### **SUMMARY**

Berkshire Botanical Garden (BBG) is a 501(c)(3) not-for-profit, membership-supported educational organization encompassing over 24 acres in Stockbridge, Massachusetts. Its mission is “to fulfill the community’s need for information, education and inspiration concerning the art and science of gardening and the preservation of our local environment.” The Garden’s Special Events department supports this mission by developing and conducting high quality and creative events that engage and inspire our visitors, members, donors, and the broader community. The Director of Special Events also manages and oversees the Garden’s private event rentals, which help to generate revenue to support the Garden’s operations.

### **RESPONSIBILITIES**

BBG’s Director of Special Events will be a key member of the Garden’s management team and will oversee the special events of the Garden, as well as private event rentals. Working with others throughout the organization, including Board members and volunteers, the Director will bring creativity and a sense of innovation to the job and ensure that our portfolio of Special Events are successful and reflective of the Garden’s mission and priorities. The Director will also manage and oversee the private event rental operations of the Garden for the purpose of raising revenue that supports our mission and operations. By collaborating with other departments and volunteers as necessary, the Director will ensure that both Special Events and private event rentals coordinate with and complement other activities of the Garden and that all are reflective of the high standard expected of BBG.

Our current Special Events portfolio includes our signature events, including Harvest Festival (our largest event of the year, which attracts approximately 10,000 visitors over two days), Plant Sale (run in coordination with our Horticulture Department), our annual gala, Holiday Marketplace, the annual Grow Show, and our Spring Hoppening. While many of these are likely to continue in the future, the Director will play a lead role in the development of the annual calendar of special events and in leading the development of new events. The Director also manages and/or assists with periodic art receptions, exhibits, programs, and small gatherings, such as providing support for donor or membership events run in coordination with colleagues, and oversees the seasonal cafe and its staff.

## **QUALIFICATIONS**

- Strong organizational skills, comfort with managing deadlines, and high attention to detail.
- Innovative, creative, and intuitive approach to events and audience engagement. 1-3 years of experience preferred.
- Energetic team player who collaborates and communicates effectively with staff, board, volunteers, visitors, and the general public.
- Comfort and experience managing budgets, events staff, and vendors. Ability to maintain composure under pressure.
- A positive, respectful, and customer service-oriented approach when interacting with the public, including a commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Ability to work or be on-call on occasional weekends or evenings throughout the year, with particular frequency during the high season between May and October.
- An interest in or knowledge of horticulture or public gardens, parks, or arboreta. (Experience with public gardens, cultural, and/or educational non-profit organizations is preferred.)
- Comfort and aptitude with common productivity software, such as MS Office Suite, Canva, Square or POS software, Salesforce or other CRM applications.

## **WORK ENVIRONMENT**

BBG provides a beautiful and stimulating work environment, with each season highlighting its signature character and charm. The staff of 12-20 (depending on the season) works in various shared office spaces as well as on the grounds and shares a common interest in the environment and the visitor/student experience. BBG values a diverse, equitable, and inclusive environment for our visitors and our employees and we provide equal employment opportunity for all applicants and employees. BBG is in the early stages of an ambitious master plan that will enhance accessibility and ultimately include a new visitor center and expanded formal and natural gardens.

## **SALARY AND BENEFITS**

The salary for this position is commensurate with experience and includes a full benefits package, including a health care reimbursement plan and paid time off. BBG encourages professional development and will help defray costs for staff to attend conferences and workshops throughout the year. Free enrollment in BBG adult community classes and workshops is offered for programs when space is available.

## **TO APPLY**

Please submit a cover letter and resume to [tthompson@berkshirebotanical.org](mailto:tthompson@berkshirebotanical.org). Applications will be accepted until the position is filled.