



## Public Events Manager

The Horticultural Society of New York seeks an energetic and dedicated Public Events Manager to design and execute programming on Open Streets, Public Plazas, and at the Denny Farrell Riverbank State Park Greenhouse Education Center. The ideal candidate enjoys building relationships with community members, is extremely organized, collaborative, and passionate about public space. This position works a Wednesday through Sunday schedule.

The mission of The Hort is to improve human lives through horticulture. Our social service and public programs create green spaces in all neighborhoods as a vital part of social infrastructure, train people for jobs that grow and sustain green communities, and develop fresh approaches to improve New Yorkers' health, well-being, and the environment through horticulture.

### **Responsibilities Include:**

#### Event Design and Management

- Plan public programs through NYC
  - Coordinate permitting, purchasing, and logistics
  - Manage staffing
  - Oversee publicizing events (flier distribution, business notification, etc.)
- Manage on-the-ground operations
  - Coordinate with partners
  - Set up, take down, tech support, photography
- Manage Program Assistants
- Facilitate data collection as well as metric tracking and reporting

#### Community Partner Coordination

- Work with community partners to ensure all public programs are in-line with community needs and expectations

#### Other tasks as assigned

### **Required Qualifications**

- Minimum of two years' experience working in program planning and implementation
- Knowledge of government operations and New York Community organizations
- Enjoys traveling daily to various sites throughout NYC, sometimes multiple sites daily on public transportation
- Excellent communication skills and comfortable interacting with the public, city officials, and local businesses/organizations
- Willingness to take on a wide variety of tasks and respond to program needs quickly
- Working knowledge of computer skills (Microsoft Excel, Word, PowerPoint, etc.)
- Ability to work independently and on a team
- Ability to work evening and weekend shifts



- All employees must be fully vaccinated against COVID-19 before their start date

### **Physical Requirements**

- Ability to perform physical labor outside in various weather conditions
- Able to lift and/or move up to 40 lbs.
- Ability to stand/walk for up to eight hours.
- Able to sit and use a computer for extended periods.

### **Preferred Qualifications**

- Fluency in Spanish

### **Benefits**

The Hort offers all Full-Time regular employees a generous Paid Time Off package, termed Life Insurance Policy and Employee Assistance Program. Pre-tax benefits include transit, Flexible Spending Account, and medical, dental, and vision insurance.

### **Additional Details**

- Shift: Wednesday-Sunday 10am-6pm
- Salary Range: \$55,000-\$60,000
- Employment Classification: Full-Time Regular

### **How to Apply**

To be considered, please email a thoughtful cover letter, resume, and two references to [jobs@thehort.org](mailto:jobs@thehort.org) with 'Public Events Manager' in the subject line. No phone calls

*The Hort is committed to workplace diversity and inclusion. It is an equal-opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by federal, state, or local law.*