

Blooming Butterflies Entrance Greeter

Apply by: July 14, 2017

Duration: July 19 – August 13

Hours: 13 hrs/week, Saturday & Sundays, 9:45 a.m. – 4:15 p.m.

Compensation: \$9.00/hour

Position does not offer health insurance, investment options, or paid personal time.

Number available: 1

Olbrich Botanical Gardens is home to 16 acres of outdoor display gardens and a 10,000 square foot tropical conservatory. The outdoor gardens include 10 unique specialty gardens and received the 2005 National Award for Garden Excellence. Indoors, the tropical Bolz Conservatory exhibits an extraordinary collection of exotic plants and orchids complemented by colorful birds and koi. Olbrich is committed to a culture of sustainability and education so that everyone - including future generations - can experience and learn about the fascinating world of plants and gardens.

Olbrich's Blooming Butterflies is based on mission-related educational principles, excellent execution, a fascinating topic, healthy net proceeds, and outstanding community support. Average annual attendance for this 26-day event is 25,000. Visitors include families of all ages, day cares, summer camps, bus tours, and school, senior, and church groups. Blooming Butterflies is a major fundraiser for the Gardens.

The Entrance Greeter is responsible for orienting visitors to Olbrich's Blooming Butterflies located in the Bolz Conservatory. The Entrance Greeter informs visitors of the USDA regulations that must be followed while visiting the event while monitoring the traffic flow. Applicants must be friendly, out-going and able to project their voice. This is an indoor position that involves standing and constant interaction with the general public. Training is provided.

Responsibilities:

- Welcome and introduce visitors to the exhibit by providing a brief educational introduction
- Regulate the number of visitors inside the Conservatory
- Promote respectful and responsible enjoyment of the exhibits

Essential Functions:

- Enthusiasm for working with the public
- Ability to project voice over crowds in Olbrich's lobby area
- Ability to comfortably engage visitors in a learning opportunity
- Ability to stand for 3 hours at a time
- Ability to attend the Blooming Butterflies training session (July 17, 5-6:30 p.m.)
- Ability to follow directions and communicate with volunteers and staff
- Ability to dress appropriately - Dress slacks, shorts, or skirt with a collared shirt

Application Materials

Submit your application to Missy Jeanne, Special Events Manager

Email: mjeanne@cityofmadison.com

Fax: 608-246-4716

US Mail/FedEx/UPS:

Olbrich Botanical Gardens

Attn: Missy Jeanne

3330 Atwood, Ave., Madison, WI 53704