

## **Olbrich Botanical Society**

### **JOB TITLE: Program Specialist**

Reports to: Special Projects Manager

Employee Status: Full-time, Regular (32 hours per week); Hourly

**Purpose:** Contribute to the development of and provide support for Olbrich's annual programs, exhibits and special projects. This includes overseeing program logistics, volunteer management, event development, sponsor and donation soliciting, contracting vendors and performers and raffle coordination.

### **General Responsibilities**

#### Planning and Development (47%)

- Collaborate with the development staff to coordinate Olbrich member benefit events
- Plan and manage the Children of the Rainforest performance program
- Research local musicians and contract Olbrich's three annual Concert Series
- Oversee the Rhapsody in Bloom mobile auction
- Adhere to annual goals and budgets set for each program by the Special Projects Manager
- Identify special events raffle prizes, print tickets, display prize, choose winner and ensure delivery/pick-up of prize. Renew class A & B raffle licenses each year
- Maintain annual event date submission and bar service request
- Serve on all programming/exhibit committees
- Track trends in other related non-profit organizations and propose new concepts as appropriate

#### Implementation (26%)

- Manage fundraising plant sales including Spring Show Flower Sale, Primula Sale, and Pansy Sale
- Facilitate hiring of performers, coordinate logistics, vendors, volunteers, raffles, and movie selections for member appreciation events
- Serve as the daily program manager for Olbrich's Children of the Rainforest, Spring and Holiday Express Flower Shows, Blooming Butterflies and GLEAM, Art in a New Light exhibits on specific days of the week
- Support the Special Projects Manager during 1-2 day programs including; Cocktails in the Conservatory, Home Garden Tour, CRACKLE, Fire & Froth and Thai Fest
- Assist the Director of Development and Special Project Manager in securing program underwriting and solicit donations
- Facilitate post event meetings and evaluations with staff, volunteers, program committees and other related parties, in order to improve future efforts

#### Supervisory Responsibilities (23%)

##### Staff

- Co-manage temporary limited term employees including cashiers, docents, greeters and interns.
- Supervise fulfillment of program logistics by Building Attendant staff

##### Volunteers

- Assume lead staff responsibility for volunteers for designated programs
- Collaborate with Volunteer Service Manager to recruit, train, supervise and thank program volunteers
- Identify new ways to use volunteers efficiently and follow through accordingly
- Participate in volunteer recognition

### Promotion (5%)

- Design, produce, and oversee printing for all onsite program and exhibit signage
- Attend monthly marketing meetings
- Support marketing team with program advertising, social media, website updates and photography

### **Knowledge, Skills, and Abilities**

- Detail oriented with good organizational and office skills
- Considerable visitor service/customer service experience
- Able to prioritize work, and meet deadlines while juggling multiple tasks
- Able to work independently and take initiative
- Knowledge of current trends for local and national events
- Proven creativity in program development and design
- Excellent verbal, interpersonal, and written communication skills
- Commitment to teamwork and quality
- Proficient in Microsoft Word and Excel. InDesign and Salesforce are a plus
- Experience with graphic design and design/production of print materials is a plus
- Comfort and experience with handling cash
- Able to submit to a background check

### **Qualifications**

- Bachelor's or Associate degree or equivalent experience
- 1-3 years related professional experience
- Experience with volunteer management
- Retail experience a plus

### **Time Commitment**

- Full-time, flexible hourly position (32 hours per week)
- Preferred regular schedule - Monday–Friday, 6-7 hour days, start and end times flexible
- Schedule will vary during special events, may result in 40+hr workweek 2-3 times a year
- Some early mornings, evenings and weekends required
- Minimum 3-year commitment preferred

### **Salary & Benefits**

- Competitive salary, negotiated on experience.
- Full benefit package including: paid vacation, holidays, personal time, health and dental insurance, life insurance, disability insurance, and 401k retirement plan.

Olbrich Botanical Society is an equal opportunity employer.

**TO APPLY:** Submit a resume, cover letter, and completed [Application Form](#) by email to:

Missy Jeanne, Special Projects Manager  
E-mail: [mjeanne@cityofmadison.com](mailto:mjeanne@cityofmadison.com)

**DEADLINE:** February 23, 2018