

Spring Flower Show Cashier

Duration: March 10-24, 2018

Dates: Cashier #2 – Thursday – Saturday (March 15, 16, 17, 22, 23, 24)

Hours: 9:45 a.m. – 4:15 p.m.

Compensation: \$10.00/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 Spring Flower Show is based on mission-related principles, excellent execution, a fascinating topic, healthy net proceeds, and outstanding community support. Average annual attendance for this 16-day exhibit is 5,000-6,000 visitors. The Spring Flower Show is a fundraiser for the Gardens.

The Spring Flower Show cashier is responsible for processing visitors' admissions into the show located in Olbrich's Atrium. The Spring Flower Show cashier provides general event information and processes admissions with cash, checks or credit cards. Applicants must be friendly, out-going and able to project their voice. This is an indoor position that involves constant interaction with the general public. Training is provided.

Responsibilities:

- Welcome visitors to the exhibit and provides general event information.
- Processes event ticket purchases.
- Promote respectful and responsible enjoyment of the exhibits.

Essential Functions:

- Enthusiasm for working with the public and able to provide a welcoming demeanor.
- Cash handling and credit card processing experience preferred.
- Ability to project voice over crowds in Olbrich's lobby.
- Ability to engage visitors of all ages.
- Ability to attend all shifts as listed in the position description.
- 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 an official Olbrich Botanical Gardens application to: Missy Jeanne, Special Events Manager

Email: mjeanne@cityofmadison.com