



Alaska
Botanical
Garden

Position: 2020/21 Holiday Lights Event Staff
Status: Seasonal, part-time up to 40 hrs/week
Position Duration: Late November 2020 – Mid February 2021
Application Closing Date: November 13, 2020 @ 5:00 PM
Start Date: Late November 2020 (approx.)
Rate: \$16.00 hourly

Job Description

The Alaska Botanical Garden is looking to hire an outgoing, cheerful, and reliable individual to support our Holiday Lights event. This position supports all aspects of the event. Including greeting/registering visitors and taking admission fees (if necessary). Staff may work with cash on a daily basis.

Holiday Lights will occur weekly Thursday-Sunday from 5-8pm starting Friday, November 27 and daily during Anchorage School District winter break. Shifts may range 4-8 hours depending on the weekly schedule. This position emphasizes evening and weekend shifts.

Duties & Responsibilities

- Handles admissions process while orienting visitors regarding garden safety and event features
- Accurately handles cash and credit card transactions (if necessary)
- Ability to multitask in a fast-paced environment
- Works indoors and outdoors in a variety of weather conditions
- Ability to lift 50 pounds
- Assists with daily event setup and take down
- Interacts with visitors, volunteers, and donors with the highest level of respect and professionalism
- Must be willing to work a flexible schedule emphasizing evenings and weekends

Basic Qualifications

- At least one year/season of experience providing customer service in a public setting
- Experience handling cash and credit card transactions
- Awareness of safety issues related to wildlife encounters, specifically bear and moose (generally summer)
- Must be at least 18 years of age at the time of hire

Preferred Qualifications

- CPR and First Aid Certification

To apply, email resume and cover letter to garden@alaskabg.org

The Alaska Botanical Garden is an equal opportunity employer. Appointment to this position is conditional upon a satisfactory background check.