

**Title**

Event Manager

**Reports to**

Event Director

**Status**

Full-time/Exempt

**Salary**

\$44,000-\$50,000

**Event Manager**

**Cultivate. Educate. Celebrate.**

The Idaho Botanical Garden (IBG) is seeking a dynamic, detail-oriented Event Manager to join our team. This full-time role is ideal for someone who thrives in both planning and hands-on execution, and who is passionate about creating memorable experiences that connect people to nature and community.

**About Us**

Nestled in the Boise Foothills, the Idaho Botanical Garden is a 32-acre living museum that connects people, plants, and nature. With 15 acres of cultivated gardens and a 10-acre expansion underway, including an Arboretum Interpretive Garden, Horticultural Therapy Garden, and Scholar Garden. We are entering a transformational era.

Our mission is clear and compelling: Cultivate. Educate. Celebrate. At IBG, we value respect, inclusivity, collaboration, curiosity, and approachability. We foster a coaching-centered culture where team members are trusted, supported, and appreciated.

**The Opportunity**

As Event Manager, you'll lead the planning and execution of a wide range of events at the Garden—from private rentals to large-scale public celebrations. Reporting to the Event Director, you'll manage event logistics, supervise event staff and contractors, and ensure every detail aligns with our mission and guest experience standards.

This role is uniquely balanced: 50% administrative planning and 50% on-the-ground implementation. You'll be just as comfortable behind a spreadsheet as you are setting up tents, coordinating vendors, and troubleshooting in real time.

You'll also be a key member of the Garden's leadership team, contributing to organizational goals, budgets, and strategic decisions. All while modeling professionalism, collaboration, and creative problem-solving.

**Key Responsibilities**

Plan with Purpose

- Lead the planning and execution of multiple events and projects from concept to completion.
- Develop and manage event production schedules, layouts, timelines, and logistical plans.
- Ensure all necessary permits, contracts, and insurance requirements are met.
- Maintain and organize event equipment, supplies, and inventory within budget.
- Source and manage vendors and contractors as needed.

Lead with Clarity

- Supervise the Event Operations Coordinator and Event Support Crew.
- Oversee Event Coordinators who serve as onsite leads for private events.
- Manage private event logistics, including contracts, invoices, and client communication.
- Collaborate with the Volunteer Manager to define volunteer roles, training, and scheduling.

#### Execute with Excellence

- Ensure smooth onsite implementation of events, maintaining safety, quality, and guest satisfaction.
- Uphold and improve IBG's event policies, procedures, and best practices.
- Communicate effectively with clients, vendors, staff, and volunteers.
- Support a culture of continuous improvement in event operations.

#### **Skills & Experience**

##### What You Bring

- Minimum 3 years of experience in event planning.
- Minimum 2 years of experience in staff, volunteer, or project management.
- Strong communication and organizational skills.
- Ability to manage multiple priorities in a fast-paced, creative environment.
- Comfortable lifting up to 50 lbs. and working outdoors, including evenings, weekends, and holidays.
- Proficiency in project management and attention to detail.
- Collaborative mindset and sound decision-making skills.