

**EVENTS COORDINATOR FOR
BATH GARDENS
NOVEMBER 2021**

Bath Gardens, located 20 minutes south of Augusta, Georgia, has recently transitioned from a private garden to a venue available for public benefit. The 55 acre property has a central six acre valley area that has been restored and will be available for events beginning in 2022. The remaining natural areas are available for educational programs, tent camp sites for overnights, walking, bird watching, writing, photography and other creative endeavors.

The Events Coordinator(s) for Bath Gardens will have the responsibilities below, requiring the following qualifications:

- 5-10 years experience working with all aspects of events from planning to implementation to evaluation; experience working with outdoor events
- Enthusiastically present Bath Gardens to interested renters, illustrating a knowledge of the history, functionality, and uniqueness of the site
- Flexibility in scheduling times to meet interested renters to introduce the garden
- Assist with the event guidelines including, but not limited to: times allowed for rentals; security; catering options; logistics; parking; clean-up; pricing/budgeting/written event plan and delegation of responsibilities; vendor selections; staffing needs; rain plan options, etc.
- Assist with ways to publicize the availability of Bath Gardens for: weddings; movie sets; corporate events; sorority and fraternity university groups; artistic venues; educational groups for all ages
- Develop a one and two year event plan for Bath Gardens
- Attend Board meetings to review events, future needs, and income generated
- Excellent communication skills including written, verbal, and interpersonal skills with all walks of life; reliable; responsible, and committed to successful well managed events. Extremely detail oriented including a “plan B.”

Salary negotiated depending on experience and results. Please send your resume and written communication saying why you are a great candidate for this position to:

**Board of Directors
Bath Gardens Foundation, Inc.
209 Seventh Street
Third Floor
Augusta, GA 30901**

PLEASE SEND AN EMAIL TO Bathgardensfoundation@gmail.com confirming your interest and that you have sent written correspondence.