



WELLFIELD BOTANIC GARDENS

A Homegrown, World-Class Garden Celebrating Nature, Art, and Community.

Weddings and Special Events Associate

Role:

The Weddings and Special Events Associate promotes and coordinates private event rentals at Wellfield Botanic Gardens. The associate works collaboratively with Wellfield's management team to creatively plan, organize, and facilitate private events.

Reports to: Volunteer and Corporate Events Coordinator

Supervises: N/A

Status: Part-time, average 30 hours per week

Updated: 2/18/2026

Essential Duties:

- Complete onsite sales and tours.
- Creatively builds events that focus on client desires while operating within Wellfield's policies and purpose.
- Review rental agreements with clients; monitor client compliance with all terms listed.
- Provide on-site event coordination during scheduled events, which regularly occur on evenings and weekends.
- Oversees and assists with event set up, event execution, and tear down.
- Collaborate with WBG Horticulture and Facilities team and vendors for on-site layouts and vendor needs.
- Create, collaborate, and monitor event schedules to ensure venue rentals and other events do not conflict
- Support ceremony and reception transitions, such as opening glass nano panels, lighting, shades, and other logistical needs.
- Support and promote the mission and purpose of Wellfield Botanic Gardens while engaging with visitors, members, and event guests in a warm, friendly, and professional manner.
- Event preparation, including but not limited to placing signage, setup/relocation of event equipment/tables/chairs, and working with event coordinators.
- Event tear down and recovery duties include equipment take down, and cleanup of the event area, seeing guests and vendors out, and securing the Gardens for the evening.
- Light custodial duties may include, but are not limited to, stocking restroom supplies, maintaining a safe and clean environment, light cleaning, and trash disposal.
- Works with the Marketing and Communications Manager to develop promotional activities and materials related to Wellfield as a rental venue.
- Work with the Volunteer and Corporate Events Coordinator to plan and meet budgetary goals.

- Other duties as assigned and needed.

Skills:

Self-motivated; able to work effectively and communicate in a team environment; applicant must possess the ability to effectively and efficiently work without significant oversight. Outstanding communication and organizational skills are required. Ability to utilize sales techniques to promote the Gardens. Ability to maintain a flexible work schedule that will include weekend and/or evening hours. Proficient in G Suite Platform. Willingness to learn CRM software.

Employment Requirements:

- Maintain excellent attendance record.
- Ability to do occasional heavy lifting (up to 50 lbs.), 30 lbs. regularly.
- Clear English speaking and writing ability; able to communicate effectively (*Spanish speaking and or writing is preferred*).
- Ability to work safely and to recognize potentially dangerous situations.
- Willingness to work occasional extended hours and holidays, and ability to work an irregular schedule.

Application Instructions: Please submit a cover letter and resume to:

Wellfield Botanic Gardens

Attn: Hiring Manager

1011 N. Main Street, Elkhart IN 46514

Or email to j.papandrea@wellfieldgardens.org

Wellfield Botanic Gardens, 1011 N. Main St. Elkhart, IN 46514 or email to: info@wellfieldgardens.org.