

## Gardens Aglow Implementation Assistant

Reports to: Gardens Aglow Program Manager

FLSA: Hourly, non-exempt

Pay Range: \$16.35 - 18.00/hr.

Summary: This position will assist with the implementation of the Gardens Aglow light show, from installation to removal and storage.

Essential Functions: *(This job requires the performance of the following tasks, with or without accommodation. Incumbents may be regularly or occasionally required to assume additional responsibilities or perform additional tasks.)*

- Organize, pack, and lay out lights in accordance with the design plan.
- Lay down power cords ahead of the lighting crew.
- String lights in trees, bushes, and structures as needed.
- Work closely with the Gardens Aglow Program Manager and report any problems to them.
- Help dismantle and organize the taking down of the lights.
- Work in one or more positions during Gardens Aglow, e.g., parking lot attendant, admissions, or bus greeter.
- Participate in Gardens-wide initiatives as needed (e.g., Gardens Aglow assignments, special events, etc.).

Qualifications:

- Ability to follow instructions and read schematic plans.
- Ability to problem-solve (e.g., determine the best layout for power cords to maximize efficiency).
- Ability to carry, move, install, and stabilize ladders up to 10 feet without assistance.
- Ability to climb, reach, and work comfortably from a ladder up to 10 feet.
- Must be able to work independently and as part of a team.
- Experience operating and working in a boom lift is a plus.
- Commitment to working across the organization to support the integration of IDEA (Inclusion, Diversity, Equity, and Accessibility) principles into CMBG's internal operations and its relationships with visitors and guests.

Work schedule:

Seasonal. Light stringing occurs September through mid-November, primarily weekdays, full-time. Light removal, post-January 1, also occurs on weekdays. Additional Gardens

*The mission of Coastal Maine Botanical Gardens is to inspire meaningful connections among people, plants, and nature through horticulture, education, and research.*

Aglow duties, if offered, occur Thursday through Sunday evenings, plus daily during the week of December 26–31.

Physical and environmental factors:

This position has very high physical demands. The majority of time will be spent outdoors in a variety of conditions (hot sun, rain, cold temperatures, etc.). Maximum load employee will be required to lift/carry is up to 50 lbs.

*This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs, or technological developments).*

Updated 8/2/2022