

## **American Horticultural Society**

### **Event Support Contractor (Independent Contractor)**

#### **About the American Horticultural Society**

Founded in 1922, AHS is a national organization with approximately 22,000 members. Our programs include the Great American Gardeners Awards, the National Children & Youth Garden Symposium, an immersive travel program, and a national Garden Network. The AHS publishes The American Gardener magazine six times per year and maintains an active online and social media presence. The Society is headquartered at River Farm, a 25-acre historic garden property overlooking the Potomac River in Alexandria, VA. By joining AHS, contractors help preserve this landmark and support its use as a venue for the community.

#### **Position Summary:**

The American Horticultural Society (AHS), headquartered at River Farm on the Potomac River in Alexandria, Virginia, seeks Event Support Contractors to assist with weddings, nonprofit gatherings, and other private events. Reporting to the Events Manager, this role ensures smooth facility operations before, during, and after events.

The contractor will not run or coordinate events, but will focus on property oversight, vendor collaboration, and compliance with AHS procedures. Contractors must be reliable, detail-oriented, and comfortable working independently in a fast-paced, client-facing environment.

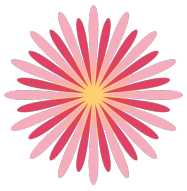
#### **Evening and weekend availability is required.**

#### **Responsibilities:**

- Open and prepare River Farm for events (unlock gates, place signage, turn on lighting).
- Monitor facility operations during events, including HVAC, lighting, and emergencies.
- Collaborate with caterers and vendors to ensure compliance with AHS policies.
- Remind clients and planners of event end times and venue policies.
- Oversee and confirm post-event cleanup in coordination with caterers and planners.
- Secure property after events, including resetting furniture, adjusting thermostats, turning off lights, and relocking doors.
- Complete post-event checklists with caterers and planners.

#### **Qualifications:**

- Reliable, punctual, and professional demeanor.
- Strong interpersonal and communication skills.
- Ability to remain calm and solution-focused during live events.



**AMERICAN  
HORTICULTURAL  
SOCIETY**

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- Comfort with evenings, weekends, and flexible schedules.
- Ability to walk/stand for long periods and perform light physical tasks (moving furniture, signage).
- Prior experience in events, hospitality, or facilities preferred.

**Compensation:**

- Independent contractor role.
- \$18/hour, invoiced semi-monthly; payment made within 10 business days.
- Contractors are responsible for their own taxes and do not receive employee benefits.

**To Apply:**

Qualified candidates should send a resume and a brief cover letter to Kate Cordle, Events Manager, at [kcordle@ahsgardening.org](mailto:kcordle@ahsgardening.org) with the subject line: Event Support Contractor Application. Please submit all materials in Adobe PDF or Microsoft Word format. Applications will be reviewed on a rolling basis; early submission is encouraged.

**Equal Opportunity Statement**

AHS is an Equal Opportunity Employer. We value a diverse workforce and strongly encourage applicants of all backgrounds to apply, regardless of race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity/expression, or disability. In compliance with federal law, all persons engaged must verify identity and eligibility to work in the United States.