



**Title:** Events and Education Assistant  
**Supervisor(s):** Education and Volunteer Manager  
**Employment Type:** Part Time Year-Round (up to 28 hours/week)  
**Compensation:** Commensurate with experience  
**Application:** Apply at [dowgardens.org/careers](https://dowgardens.org/careers)

### Position Summary

The Events and Education Assistant will support the Events & Programming team to plan and implement events, programs, and classes at Dow Gardens. Tasks will include but are not limited to preparation and implementation of events and programming, guiding various tours, assisting with wedding procedure, and general day to day event logistics. Schedule will vary based on organizational calendar.

### Minimum Qualifications

- Interest in communications, education, events or related field; pursuing education or experience considered
- Strong focus on customer service
- Aptitude for programming and education
- Adheres to safety protocols
- Understands appropriate interaction with the public.
- Self-motivated and enjoys working independently, as well as with a team
- Able to lift up to 30 pounds
- Possess a valid driver's license

### About Dow Gardens

Since being established in 1899, as a home for Herbert H. and Grace A. Dow and family, the 110-acre Dow Gardens now welcomes more than 300,000 guests per year. Visitors are invited to leave the pathway and explore the uniquely-designed landscape, take a tour of the historic Pines Home, participate in one of many hands-on educational programs, stroll the nation's longest canopy walk, and discover beautiful art and music in a relaxed setting.

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**Dow Gardens is the signature gift of The Herbert H. and Grace A. Dow Foundation.**