



Floral and Decor Coordinator

Filoli is a 654-acre historic site of the National Trust for Historic Preservation, located on the San Francisco Bay Peninsula near Woodside, CA, and one of the finest remaining country estates of the early 20th century. As a team member here, you will be able to connect rich history with a vibrant future through beauty, nature and shared stories. You have the opportunity to preserve, build upon and share the wonder of this place.

In our daily interaction with guests, we envision a time when all people honor nature, value unique experiences and appreciate beauty in everyday life. In this position, you have the opportunity to engage in the 2024 - 2028 Strategic Plan, centered on connecting to our community, and support the launch of a site plan and capital campaign designed to provide Filoli guests greater access to nature. Filoli's culture is rooted in integrity and we are accountable for our work, actions, and impact on our visitors, community, and environment. Through our values, Filoli Team members are committed to being Inclusive, Welcoming, Innovative, Collaborative, and committed Stewards using sustainable practices for the future.

SUMMARY

The Floral and Decor Coordinator is responsible for creative direction, budgeting, and supply ordering for Filoli's Flora Parties and splits instructor duties with the Floral Workshop Instructor. The Coordinator will also work with the Public Events Manager to develop and staff other Parties (i.e. gingerbread house making, sip and paint). The Coordinator will also coordinate the House floral program, which includes creative vision, quality control, and scheduling and training staff arrangers. Lastly, the Coordinator will assist the Director of Museum Collections on implementing Filoli's House holiday display.

As it is a public-facing role, the Coordinator should be an engaging and enthusiastic presenter. They should also bring a fresh and creative perspective to designing florals and decor. To thrive in this role, the Coordinator should work well in a highly collaborative workplace and be extremely organized and efficient.

The position reports to the Director of Learning & Engagement but closely collaborates with other members of the Learning team, the House Curatorial team, and Horticulture team.

This is a full-time position (average of 30 hours per week, flexibly scheduled). Depending on experience, the hourly range for this position is \$36.00 to \$39.00. This position is also eligible for employee benefits: medical, dental, vision, life, LTD, Flex Plan, 401(k), vacation, sick leave and holiday pay. The schedule will mostly be Monday through Friday with some evenings and weekends. The schedule will change to meet the needs of the organization with 10 hours in some weeks and 40 hours in others. Notice of schedule will be provided at least 2 months in advance, however flexibility is important in the case of an unexpected demand for events.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

Learning Workshops

- Lead up to 50 participants in a two-hour floral design experience, which includes a demonstration followed by roving instruction;
- Shop for and condition floral materials, using local farms whenever possible;
- Collaborate with the Public Events Manager to schedule parties, identify seasonal themes and arrangement design, and manage participants on program days;
- Order containers, supplies, and floral materials, staying within provided budget;
- Work with the Horticulture team to identify floral materials in Filoli's Garden that can be used to augment materials from vendors;
- Collaborate with horticulturalists who assist with storing floral materials and roving instruction on party days;
- Conceptualize and plan new non-floral workshop ideas for adults and children, working with outside instructors and the Public Events Manager to execute.

House Floral Program

- Coordinate House floral program;
- Create vision for House flower arrangements, in collaboration with the Director of Museum Collections and the Horticulture team leadership;
- Create and implement training for staff floral arrangers, onboard and train new arrangers, and monitor quality in collaboration with Filoli's Production Manager;
- Coordinate staff floral arranger schedule;
- Work as part of team of rotating staff floral arrangers;
- Coordinate floral takeovers and partnerships;
- Work with the Production Manager to plan and harvest materials for House arrangements; order supplemental floral materials as needed.

House Decor

- Coordinate House Holiday decor including ordering, inventorying supplies, and staffing schedule for installation and deinstallation;
- Create design decks for Holidays House decor and Garden Holidays display;

- Assist Director of Museum Collections with House decor projects (i.e. fireplace displays, dining table decor).

Additional Responsibilities

- Decor concepts, ordering, design decks, and installation for seasonal events including Halloween, Teas, Orchard Days;
- Floral design and ordering for internal and donor events;
- Regularly meet with Learning team and other departments to ensure collaboration and smooth implementation of decor plans;
- Demonstrations and interactions with the public for the purpose of visitor engagement.

General Duties

- Know and follow all Filoli safety and security policies;
- Effectively work with diverse personalities and skills of staff and guests;
- Ability to provide the highest quality service to all customers in every interaction;
- Uphold all Filoli's policies, procedures, guidelines and standards;
- Attendance and punctuality are essential to work and all work-related functions.

MINIMUM QUALIFICATIONS

An individual must be able to perform each essential duty listed above and any additional responsibilities as directed as well as satisfy the educational and skill requirements listed below:

Experience: Three years experience leading floral design workshops, including managing budgets and ordering. Additional experience with interior design, set design, event styling or similar field is preferred.

Education: Floral design certificate desired with minimum of high school diploma or GED.

Core Competencies:

- **WORKSHOP EXPERIENCE** – Experience teaching floral design workshops, including to participants with no floral design experience. Design approach that utilizes seasonal, local materials in bountiful, lush arrangements and wreaths, inspired by Filoli's Garden.
- **PEOPLE AND PROJECT SKILLS** – Effective team leadership skills and cross-functional collaborative capacity. Ability to either take direction or work independently as the situation requires. Strong budgeting and administrative skills. Ability to multitask, see many sides to complex issues, and perform at high standards with a team.
- **LEADERSHIP** – Flexible, energetic, and outcomes-oriented self-starter who brings a creative approach to solving problems. Capacity to interact effectively and build partnerships with Filoli's many constituencies including staff, Board members, community partners and supporters, donors, members, visitors, and volunteers.

- CULTURAL COMPETENCIES – Model a responsibility to self-awareness and awareness of others to recognize that individuals bring unique backgrounds, beliefs, values, and world-views. View racial and cultural differences as assets to the organization.
- DIVERSITY, EQUITY, ACCESSIBILITY, AND INCLUSION – Committed to Filoli’s dedication to integrate accountability across all efforts to support and sustain a racially equitable organization. Demonstrate a passion of advancing organizational DEAI objectives and influencing others to approach all work with an equity lens. Promote processes and communication that encourage organizational cultural competence and inclusion.
- COMMUNICATION SKILLS – Demonstrate excellent written and verbal communication skills. Communicate (listening and speaking) effectively with visitors, vendors and staff on the phone and in person, as well as respond to emergency broadcasts.
- DECISIVE NATURE – Well-honed ability to independently anticipate and analyze situations, define problems and objectives, recognize viable alternatives and formulate rapid solutions with understanding of the inherent risks and the implications of decisions.
- COMPUTER SKILLS – High proficiency in a PC, Windows environment, Microsoft Office products, Google Applications.
- AVAILABILITY – Maintain a flexible work schedule that may include evenings and weekends to meet the demands of executive management.

Skills and Abilities:

- Engaging presenter with the ability to communicate and demonstrate beginning floral design techniques to large groups;
- Ability develop and effectively manage budget;
- Effectively and calmly work in a fast-paced, change oriented environment while maintaining a professional demeanor;
- Be a leader and the go-to representative during any shift;
- Be proactive and identify issues/tasks – creative problem solver;
- Ability to multi-task and demonstrate strong time-management, organization, details, accuracy and follow-through skills;
- Work independently, while maintaining a positive team player attitude;
- Demonstrate a strong customer service orientation;
- Read and interpret documents such as safety rules, operation and maintenance instructions and procedural manuals.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Driver’s License is required.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job including:

- Lift/carry items up to 50 pounds;
- Stand, walk across uneven terrain, climb stairs, reach, lift, carry and bend frequently as well as sit for long periods of time at a computer.

HOW TO APPLY

1. Candidates with the above prerequisites are invited to submit their resumes along with a cover letter outlining their related experience and background to: <https://filoli.applicantstack.com/x/openings>
2. Possession of minimum requirements does not guarantee an interview.
3. Please, no phone calls.
4. Thank you for your interest in Filoli!

Please visit our website for more information: www.filoli.org
Filoli is an equal opportunity employer who values diversity in the workplace.