



## **SPECIAL EVENTS INTERN**

### **POSITION DESCRIPTION:**

We are looking for an enthusiastic, detail-oriented student who is actively pursuing a degree in communications, marketing, management, or related field. Ideal candidates will be resourceful, innovative, and have a passion for their work and engaging with others. Primarily the intern will work with the Special Events Manager to implement event ideas and activities designed to give guests an exceptional experience. We offer one internship during the spring (February-May) and fall (September-December) for 10-15 hours a week, Monday-Friday, with a \$500 stipend upon successful completion. We offer one paid internship during the summer (May-August) for 20 hours per week.

### **POSITION RESPONSIBILITY:**

1. Contribute to the planning, organizing, & executing of the Garden's special events and activities; duties to include mailings, signage, reservations, solicitations for donations, maintaining inventory of event products, collaborating with volunteers:
  - Field to Fork
  - Fall Family Art Festival
  - Brews, Bistros and Bonfires
  - WPS Garden of Lights
  - Soup With Substance
  - Nature Connects®: Art with LEGO® Bricks coming to the Garden in 2018
  - TasteBud
  - Garden Fair
  - Wednesday Cookouts
  - Garden to Glass
  - Sanimax Concerts
2. Update event and vendor database records
3. Support other departments as needed (including Education, Development and Membership)
4. Other duties as requested.

### **EDUCATION, EXPERIENCE AND ESSENTIAL FUNCTIONS:**

1. Student seeking degree in communications, marketing, management or related field.
2. Previous office experience preferred with basic computer skills, and working knowledge of Microsoft Office
3. Excellent written, verbal & interpersonal communications skills with sincere desire to serve the public.
4. Ability to write in a voice different from your own, and proof read for self and others.
5. Fall and Spring Semester Monday-Friday; Summer must be flexible in working hours and environment.
6. Complete tasks demonstrating attention to detail, accuracy and thoroughness.
7. Dependable, reliable and team player.
8. Must have a vehicle.
9. Must be at least 18 years old.
10. Must be physically able to stand, kneel, or walk for extended periods of time, lift up to 20 lbs. and work outside in all types of weather conditions.
11. Experience working within a non-profit environment and/or using community resources is a plus.

### **TO APPLY:**

Email completed application with supporting documentation to Eileen Metzler at [events@gbbg.org](mailto:events@gbbg.org) by:  
Spring – December 1; Summer – March 1; Fall – May 1