

**Title:** Special Events Internship may be offered Spring 2016, contact [volunteer@napleszoo.org](mailto:volunteer@napleszoo.org)

**Description:** Assist the Director of Group Sales with event related administrative duties and the operations of special events including corporate events, weddings, the Wild Wedding Weddings Bridal Show and other events as they arise. Gain an understanding of the challenges posed by an outdoor venue while learning planning and operational process of a variety of event types including how to market them.

### **Responsibilities**

- ❖ Revise, update and enhance event tariffs as needed
- ❖ Post to Naples Zoo Events Facebook page
- ❖ Update Naples Zoo Events pages on various websites (Weddingwire, Cvent, etc.)
- ❖ Clean and update list of planners and DMC contacts
- ❖ Assist with various events (from birthday parties to corporate events) in an outdoor venue
- ❖ Attend site inspections and private consultations with Director of Group Sales
- ❖ May assist with e-Newsletter
- ❖ Research new lead opportunities
- ❖ Interactions: informal and formal interactions with Zoo guests and clients
- ❖ Journal: All interns are required to complete an experiential journal AND either a research project or other deliverable as determined by internship area
- ❖ Other related duties as assigned

### **Requirements**

- ❖ Minimum 1 year of college with 2.5/4.0 overall GPA.
- ❖ Must submit to drug testing prior to start of internship and prove clear throughout internship
- ❖ Ability to write and speak English fluently
- ❖ Must have prior customer service/guest interaction experience
- ❖ Ability to lift up to 50 pounds
- ❖ Able to work nights and weekends
- ❖ Minimum of 12-16 hours a week (may work more if required by school)

### **Additional Notes**

Interns will be expected and required to interact with a diverse team of animal programs staff, interns, volunteers and guests. Interns will be expected to follow the directions of paid staff for their personal safety and safety/care of all animals. Interns will be expected to work irregular schedules including weekends and holidays if applicable during placement. This internship is a physically demanding experience and will require intermediate levels of strength and flexibility as well as the ability to work outdoors in all types of weather conditions.

Naples Zoo reserves the right to dismiss an individual from the keeper internship at any point during the internship.

**Wages:** All Naples Zoo Internships are Unpaid