

## Blank Park Zoo Position Description Special Events Intern

*The mission of Blank Park Zoo is to inspire an appreciation of the natural world through conservation, education, research and recreation.*

### **Position: Special Events Intern**

*Department: Development*

*Reports to: Director of Events & Engagement*

### **Description:**

Blank Park Zoo is looking for a responsible, energetic, self-starter who is highly motivated to assist with event planning efforts. The Special Events Intern is responsible for providing direct support to the events team for the 2018 summer season. The individual will assist with the logistical planning, coordination and implementation of public and private events at the Zoo. The position offers hands-on experience and the opportunity to gain new skills to be applied in your career choice.

### **Responsibilities:**

- Assist Director of Events, Event Coordinator, Volunteer Manager and Development Department with tasks related to special events and development
- Assist in fundraising, planning and execution of special events such as Zoo Brew, Dreamnight, Zoobilation, and Christmas in Zooly
- Attend committee, department and staff meetings
- Create and present an event-focused project throughout the summer
- Represent Blank Park Zoo at community events
- Conduct and facilitate event recap meetings
- Additional tasks as assigned by the supervisor

### **Qualifications:**

- Must be currently enrolled in, or graduated from, a college or university majoring in public relations, communications, event planning or a related field
- Possession of a valid driver's license
- Proof of current vehicle insurance
- Capable of lifting 50 pounds on a regular basis

**Start Date:** Position open until filled, requires 3-month commitment.

**Hours:** 40 hours/week. Evenings and weekends required. Position requires that the individual works every Zoo Brew (Wednesday evenings in June, July and August, totaling 13 weeks). Ability to work in a variety of weather and temperature conditions. Schedule will be coordinated with the supervisor.

**Compensation:** This is a paid position.

**To Apply:** Please send cover letter and resume by March 1, 2018 to [events@blankparkzoo.org](mailto:events@blankparkzoo.org) or the address below:

Blank Park Zoo  
Attn: Director of Events & Engagement  
7401 SW 9<sup>th</sup> Street  
Des Moines, IA 50315