

Overview

The Potter Park Zoo Special Projects Internship provides knowledge and education on the process of event planning in several events including Zoo Nights, Zoo Days, Members Night, Boo at the Zoo, Wonderland of Lights and a variety of private events. The intern will work on projects and in areas including but not limited to sponsorships, logistics, volunteer management, catering, DEI and more under the close supervision of Potter Park Zoo staff. Potter Park Zoo will work closely with the student's university in order to meet their respective requirements for students looking to receive credit for their internship.

The 10-week Special Projects Intern The 30-week Special Projects Internship is held May through Mid-December.

We also offer a 10/15-Week Special Projects Internship which will run May through September.

We also offer a 10/15-Week Special Projects Internship which will run Mid-September through Mid-December.

The Special Projects Internship is a paid position through a stipend.

10 Week Internship: \$3,000.

15 Week Internship: \$3,000

30 Week Internship: \$6,000.

During the Special Projects Internship interns will gain hands on experience in:

- Understanding the Lansing community/target market served by Potter Park Zoo.
- Learning about Potter Park Zoo history, mission, goals, accomplishments, programs, services, finances, and facilities offered.
- Discussing opportunities for a Major Student Project. This could include but is not limited to: Hosting a private event independently, creating a brand-new activity for Zoo Days, Boo at the Zoo or managing an activity of Boo at the Zoo or a night of Wonderland of Lights.
- Understanding day to day office administration and operations, workplace operations, event issues or trends, office policies and procedures, scheduling and use of facilities, emergency procedures and communication with staff members, volunteers and vendors.

Commitment

This internship requires a full-time commitment from the student. Interns are expected work a total of 40 hours a week. **This will include a flexible schedule**, as this position will require late nights, early mornings, weekends and other unique time frames during peak event season. This internship runs for a 10 Week, 15 Week or 30 Week duration. Employment is not guaranteed upon completion.

At the conclusion of the Special Projects Internship interns should be able to:

- Confidently answer questions related to Potter Park Zoo events via phone, email, social media or in person.
- Work with a variety of populations (people of different ages, people with unique psychological or physical challenges, etc.).
- Demonstrate teamwork by providing ideas and assisting other departments.
- Evaluate the Potter Park Zoo events as whole through processes such as debrief meetings and event surveys.
- Able to work on a variety of projects within event planning, including but not limited to sponsorship, operations, volunteers, catering, and customer service.
- Complete a variety of hands-on tasks that lead to a one-of-a-kind experience.

Qualifications

- Strong project management or organizational skills.
- Highly detail oriented, and the ability to effectively manage multiple projects simultaneously.
- Proficiency in Microsoft Office software.
- Strong Customer Service skills.
- Ability to work well under pressure and in a fast-paced environment.
- Ability to effectively communicate information and ideas in written and verbal format and build and maintain relationships.
- Positive attitude, enthusiasm, and team spirit.
- Experience in coordinating events or other programs preferred.
- Ability to lift 50 pounds and physical tasks.

Please submit your cover letter and resume to Special Projects Coordinator, Jenna Worthington at JWorthington@ingham.org.