

## SUPPORT SERVICES INTERN

As a member of the Support Services department, the intern will be responsible for assisting with (and sometimes managing on his or her own) special events including, but not limited to:

FALL: Boo at the Zoo

SPRING: Egg-Stravaganza

SUMMER: Animal Crackers Concerts, the Classic Car and Bike Show, Zoo Debut and Brewfest.

Additionally, interns will be responsible for hospitality events helping individuals, organizations and businesses plan and enjoy picnic outings at the Zoo. Along with the special event and hospitality experience, interns will have the opportunity to assist and learn the management aspect of a business including but not limited to: customer service, graphic design, retail marketing, scheduling, purchasing, promotion development and product selection.

An internship with the Racine Zoo's Support Services Department is perfect for the marketing, public relations, communications or business management student. The multi-faceted experience prepares students who are looking to work business or marketing related fields with necessary skills for post-graduate employment.

### **Start Date**

- Immediately - For individuals still in school, hours can be scheduled around classes.
- Summer internships starting in May/June are also available.

### **Hours**

- Vary upon class schedule, special events and availability. Many events happen on weekends and during the evenings, so flexible schedule is necessary.

### **The successful candidates will possess the following skills or attributes:**

- Have a willingness to work hard and learn.
- Show commitment and dedication.
- Experience in event planning helpful.
- Possess computer knowledge including Word, Excel, and PowerPoint. Illustrator and Photoshop a plus.
- Possess exceptional oral and written communication skills.
- Be pursuing a degree in marketing, communications, business management or other related field.

### **Pay**

- The internships are unpaid. With that in mind, part-time interns are welcome and schedules are flexible.
- School credit is also available, and internship can be customized to meet certain requirements.

### **Apply**

Please send resume and cover letter to Todd Wolf, Support Services Coordinator at [twolf@racinezoo.org](mailto:twolf@racinezoo.org) or mail to: Racine Zoo, 200 Goold St., Racine, WI 53402.