

## Group Sales Internship (Unpaid)

**Description:** This Cincinnati Zoo & Botanical Garden's Internship is a 14 week (15 hours per week minimum, unpaid, un-benefited) professional intern position with the Group Sales Department. Our Group Sales staff solicits local corporations and organizations to participate in discount programs and private events. We plan over 400 corporate and social events each year. Schedule hours will be one weekday and at least one weekend day.

**Summary:** The Group Sales intern will assist in coordinating the day of needs for events booked by the sales team. He/She will act as the liaison between the sales team and the client to ensure all details of events are provided in an efficient manner with outstanding customer service. As the Group Sales Intern, he/she will work under the supervision of the Group Sales Director and Event Planners.

The candidate must be able to work independently, as well as part of the team. You will need to complete a wide range of activities requiring clear, effective communication, critical thinking, excellent organizational skills and attention to detail. You must be able to work well under pressure, make decisions and ensure the smooth and efficient running of an event.

Responsibilities will include, but are not limited to:

- Communication with clients, vendors, catering and zoo staff
- Day of event management
- Post event evaluation
- Communicate and coordinate details with clients, zoo staff, and vendors
- Provide administrative support with database entry, mass mailings, and a variety of other projects

**Qualifications:** The ideal candidate will meet the following requirements: Organized and a hard worker with attention to detail, excellent communication skills- verbal and written, a background in customer service would be a plus, able to work weekends and evenings, extremely professional in manner and dress.

Successful candidates will embrace and continuously demonstrate the Core Values of the Cincinnati Zoo and Botanical Garden which include, but are not limited to: Building **Collaborative Relationships** through open communication and active listening; having **Positivity and Energy** through positive attitudes and making time to celebrate successes; having **Accountability, Mutual Trust and Respect** through taking ownership of issues, learning from mistakes, treating others with respect, holding self and others accountable and doing what you say you're going to do; possessing **Progressive Thinking** through being a self-directed learner, and learning from others, thinking creatively, challenging the status quo respectively, and demonstrating relentless pursuit for improvement; and having **Pride, Passion & a Sense of Ownership** through respect and care for the living collection, going the extra mile, always being an advocate for the Zoo and demonstrating a strong personal ownership.

**Working Conditions/Other Requirements:** While performing the duties of this position the intern is regularly required to stand; walk; climb or balance and grasp objects. In addition, the intern is regularly exposed to outside weather conditions; must be able to lift & move 50 pounds without mechanical assistance.