

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 plans over 400 corporate and social events each year, bringing more than 25,000 people through the Zoo. The internship will begin in mid-May and will end in mid-August. Exact dates can be found on our website. Regular off-days to be determined, but must be willing to work weekends and holidays.

Summary: The Group Sales intern will assist with the planning, execution and evaluation of these events. As the Group Sales Intern, he/she will work under the supervision of the Group Sales Director and Catering Sales Managers to organize and detail a variety of events- picnics, meetings, after-hours, etc. The candidate must be able to work independently, as well as part of 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
- Administrative support
- Assist the catering sales managers in the detailing and implementation of events
- Day of event management
- Post event evaluation
- Communicate and coordinate details with clients, zoo staff, and vendors
- Serve as the lead on busy days, and be able to give direction to others assisting with the events
- Provide administrative support with database entry, mass mailings, and a variety of other tasks
- Assist in managing and editing the website
- Help the sales team with various 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.

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.

- Appointment is conditional upon passing a pre-start drug & nicotine screen
- Must provide a negative TB test result prior to beginning the internship