

## **Group Sales Internship (Unpaid)**

**Description:** The Group Sales Internship at the Cincinnati Zoo & Botanical Garden is a 14 week (15 hours/week, unpaid, un-benefited) professional intern position. Our Group Sales department manages over 3,000 accounts for business opportunities at the Zoo to host private events or participate in discount ticket programs.

Regular off days to be determined, but some weekends are required.

**Summary:** The Group Sales Intern will assist the Sales Managers with research projects, qualifying leads and maintaining updates for client database. Additionally, the Intern will work on various creative projects such as communications for special promotions and mailings.

The Group Sales Intern will work under the Supervision of the Sales Director and Sales Managers to assist in office productivity and efficiency. Effective communication skills are a must since the Intern will have to speak with existing and potential clients on the phone. Face to face contact will be conducted with the Sales Managers for learning purposes with outside sales appointments and onsite tours.

Participating in client events on Zoo property with planning or other tasks when needed is required. Additional projects as needed by the sales and events team.

**Qualifications:** The ideal candidate will be a hard-worker with attention to detail; Possess excellent verbal and written communication; Work independently with strong critical thinking and creative skills; Work in a fast-paced environment. Must enjoy working as part of a team and have a good sense of humor to deal with stressful situations.