<table>
<thead>
<tr>
<th>Title</th>
<th>Special Events Internship</th>
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<tbody>
<tr>
<td>Learning Objectives</td>
<td>To provide intern with on-the-job training and experience in the events field.</td>
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| Responsibilities | • Provides production, planning, administrative, research, creative, and logistical support for all special events initiatives including: Whirl, CZS/WCN Expo, Planned Giving Events, Bison Circle Picnic, Women’s Board outreach, and opening events around the Hamill Family Wild Encounters exhibit.  
• Performs administrative duties including responding to calls, mail, photocopying, filing, processing paperwork and contracts, booking entertainment, internet research, etc.  
• Assists on all event days with all event coordination. |
| Requirements | • Have completed at least one year of at an accredited institution or have equivalent life experience in the events management or recreational tourism field.  
• Have maintained an overall C+ (2.5/4.0) GPA or higher  
• Possess excellent communication and coordination skills.  
• Be willing to commit to a 12-week internship.  
• Be willing to work weekends.  
• Spanish fluency a plus, but not required.  
• Ability to occasionally lift a minimum of 50 pounds. |
| Wage Rate    | Unpaid                     |