



SPECIAL EVENTS INTERNSHIP

The Jackson Zoo offers internship opportunities for college students pursuing careers in animal care. Our program emphasizes animal awareness, conservation, and research, providing valuable hands-on experience. Please note that all internships are unpaid and available for college credit in animal-related fields, as well as in education, special events, conservation, and media/graphic design.

The Jackson Zoo Special Events Internship provides knowledge and education on the process of event planning in several events including Zoo Nights, Zoo Days, Members Night, Boo at the Zoo, Animal Observance Days, Ice Cream Safari and a variety of private events.

The intern will work on projects and in areas including but not limited to sponsorships, logistics, volunteer management, catering, and more under the close supervision of the Jackson Zoo staff. The Jackson Zoo will work closely with the student's university in order to meet their respective requirements for students looking to receive credit for their internship.

Commitment Internship Details: This internship requires a full-time commitment from the student. Interns are will have a flexible schedule, as this position will require late nights, early mornings, weekends and other unique time frames during peak event season. This internship runs for a 10 Week, or 15 Week duration. Employment is not guaranteed upon completion.

- This is an experience-based, unpaid internship.
- Internships are available only for students earning college credit.
- Housing and transportation are not provided.
- Ten (10) weeks Internship cycle.
- Work schedule: Sunday–Saturday **Scheduling is flexible** (16 hours per week)
- 8-hour shift: 8:30 a.m. – 4:30 p.m. (1-hour lunch break)
- 4-hour shift: 8:30 a.m. – 12:30 a.m. / 12:30 p.m. – 4:30 p.m. (30-minute lunch break)

Requirements:

- Must be at least 18 years old and currently enrolled in a college or university.
- Must have completed at least 15 semester hours or quarter hours of college coursework.
- Must obtain professor and/or institution approval for full college credit through an accredited college or as part of an independent study program.
- Must complete internship orientation.
- Must complete a minimum of 80 hours per internship cycle.
- Must be available for 4-hour or 8-hour shifts on assigned days. Weekends and holidays included.
- Must complete a project and present findings at the end of the internship.
- Must be able to work safely, quietly, and efficiently around live animals.
- Must provide proof of a negative TB test, provide proof of current medical insurance for the duration of the internship and submit to a background check.
- Must be comfortable working in various weather conditions, including heat, humidity, rain, cold, and dust.
- Must be able to perform physically demanding tasks, such as walking, bending, pushing, pulling, and lifting heavy objects.

Internship Responsibilities:

Interns will participate and gain experience in various aspects of special events, including but not limited to:

- Understanding the community/target market served by the Jackson Zoo.
- Learning about the Jackson Zoo history, mission, goals, accomplishments, programs, services, finances, and facilities offered.
- Discussing opportunities for a Major Student Project. This could include but is not limited to: Hosting a private event independently, creating a brand-new activity for Zoo Days, Boo at the Zoo or managing an activity at one of our special events.
- Understanding day to day office administration and operations, workplace operations, event issues or trends, office policies and procedures, scheduling and use of facilities, emergency procedures and communication with staff members, volunteers and vendors.

Special Event Internship Outcomes:

- Confidently answer questions related to The Jackson Zoo events via phone, email, social media or in person.
- Work with a variety of populations (people of different ages, people with unique psychological or physical challenges, etc.).
- Demonstrate teamwork by providing ideas and assisting other departments.
- Evaluate the Jackson Zoo events as whole through processes such as debrief meetings and event surveys.
- Able to work on a variety of projects within event planning, including but not limited to sponsorship, operations, volunteers, catering, and customer service.
- Complete a variety of hands-on tasks that lead to a one-of-a-kind experience.
- Engaging in positive and educational interactions with zoo visitors.
- Assisting with animal enrichment activities.
- Observing operant conditioning.
- Assisting in conservation and sustainability planning.
- Developing conservation activities for zoo events.
- Planning and organizing new animal awareness days.
- Researching and developing sustainable and green practices.
- Leading and supervising student volunteer groups in conservation activities.

Qualifications:

- Must be actively enrolled in college or a recent graduate (within one year).
- Must have strong written and oral communication skills.
- Must be highly organized, detail-oriented, and the ability to effectively manage multiple projects simultaneously.
- Must be able to interact professionally with various individuals, including volunteers and zoo staff.
- Preference will be given to students pursuing degrees related to the internship.
- Must demonstrate a passion for conservation, sustainability, and wildlife.
- Must be able to work collaboratively within a team setting.
- Proficiency in Microsoft Office software.

The Jackson Zoo is an Equal Opportunity Employer.

- Strong Customer Service skills.
- Ability to work well under pressure and in a fast-paced environment.
- Experience in coordinating events

How to Apply:

Complete online internship application (thejacksonzoo.org) and submit a resume with a cover letter with your current contact information to info@thejacksonzoo.org using "Special Events Internship" in the subject line.

Contact us for additional information at 601-952-8776.