



## Specialty Internship: Special Events

This position contributes to the success of Brookfield Zoo Chicago by enhancing guest engagement and raising awareness of wildlife and conservation through large-scale events. Interns will focus on promoting seasonal attractions, driving attendance, and generating revenue to support conservation programs. This internship provides valuable hands-on experience while strengthening the zoo's ability to educate and connect the community with wildlife, ultimately supporting essential animal care and conservation efforts.

- Provide production, planning, administrative, research, creative, and logistical support for all special events initiatives such as Boo! At the Zoo, Holiday Magic, Roaring Nights Concert Series, Uncorked Series and more.
- 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.
- Helps come up with new event ideas to use in the new year.
- All interns are required to complete either a final project or daily journal as part of their experience.
- Other duties as assigned.

## AT A GLANCE

**PAY RATE:** Unpaid

**HOURS/WEEK:** Full Time (35+ hours/week)

**COMMITMENT:** 10-12 weeks

**LOCATION:** Onsite at Brookfield Zoo Chicago

**WORK GROUP:** Marketing & Communications

**PREREQUISITE:** 1 year of college credit or equitable experience

**COLLEGE CREDIT:** Available upon request



## Position Details: Special Events

### Requirements

- Have completed at least one year of college at an accredited institution or have equivalent life experience in the events management or recreational tourism field.
- Minimum 18 years of age
- Valid driver's license required.
- Possess excellent communication and coordination skills
- Strong computer and internet skills.
- Available to work evenings, weekends, and/or holidays.
- Experience and/or ability to work and interact effectively with a diverse, multicultural audience.
- English fluency (reading, writing, speaking) and strong interpersonal skills required; multilingual ability, Spanish, a plus.
- All interns are required to complete either a final project or daily journal as part of their experience.

All interns, regardless of proximity to animals, must have an up to date TDAP (Tetanus, Diphtheria, and Pertussis) vaccination (booster within the last 10 years) and test negative for TB (Tuberculosis) within the last 12 months.

### Scheduling Expectations

Brookfield Zoo Chicago operates 365 days a year. Schedules vary by position, but may include weekends, holidays, early mornings, and evenings. Successful interns exemplify a positive attitude, strong work ethic, an eagerness to learn, and an ability to work effectively both in a team and independently. Given the competitive landscape of professional animal care, candidates should be mindful of the following scheduling requirements:

- Must be willing to commit to at least 16 hours per week for 10-12 weeks in a term, not to exceed 480 total hours.
- Any anticipated scheduling conflicts should be disclosed during the interview process.

### Preferred Qualifications

- Spanish fluency a plus.
- Creative thinker with attention to detail and a genuine interest in wildlife and conservation.