



Title: Starry Nights 'Merchandise Intern'

Supervisor: Natalie Wilson, Senior Manager of Events + Programs

Requirements and Qualifications:

- Experience with Microsoft office (excel, word, etc.)
- Strong written communication skills
- Finance, Accounting or Business Management major preferred
- Driver's license & personal vehicle
- Ability to work weekends
- Strong Ability to multi-task several projects simultaneously
- Ability to recruit and motivate volunteers
- Intermediate to advanced planning and organizational skills
- Team Player with a positive attitude
- Enjoys working with all types of people
- Ability to work well under pressure + be flexible with change
- Creative and Innovative

Hours of Position: Fall of 2016; hours determined by school

Brief position summary: Assist the Senior Manager of Events + Programs to develop, organize and implement the merchandise sales during Shelby Farms Park largest fundraiser, Starry Nights.

Responsibilities:

- Research of holiday merchandise + apparel
- Organization of an inventory system for current Park merchandise sales
- Assist in ordering of new merchandise
- Organize training workshops for volunteer team to sell merchandise in the Mistletoe Village Gift Shop
- Maintain organization of merchandise sold + re-order of merchandise throughout Starry Nights
- Develop a Merchandise Manual for successful sales strategy for ongoing use in the Park, including Starry Nights

To apply, students should fill out the online form found at this site:

www.shelbyfarmspark.org/internship-opportunities.