



Shelby Farms Park and Greenline are managed and operated by the 501 (c)3 nonprofit organization Shelby Farms Park Conservancy. Our vision is to give rise to a celebrated 21st century park that defines and shapes a great city.

Title: Visitor Experience Intern

Supervisor: Natalie Wilson, Senior manager of Events + Programs

Purpose: To act as a vital member of Events + Programs team while assisting with the creation and sustenance of a hospitable environment for visitors. Prepare and manage spaces and assist with various events and programs.

Hours and duration of internship: As assigned by University requirements

Responsibilities:

Assists in planning and executing the Events + Programs Department goals
Organizes spaces and materials in order to best serve guests and visitors
Plans and strategizes best methods for creating a sense of hospitality throughout all events and programs
Occasional events to be worked on Saturdays and Sundays, which will clearly planned

Requirements and Qualifications:

Experience with Microsoft office (excel, word, etc.)
Driver's license & personal vehicle
Excellent organizational skills
People/conversational skills
Ability to perform repetitive task such as filling in spreadsheets
Intermediate to advanced organizational skills
Ability to manage multiple projects as needed

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

www.shelbyfarmspark.org/internship-opportunities.