

DESERT BOTANICAL GARDEN

Internship Description

TITLE: Event Services Intern
DEPARTMENT: Event Services
REPORTS TO: Assistant Director of Event Services
STATUS: Intern, Seasonal full time or part time

PURPOSE OF POSITION: To provide support (administrative & operational) to the Event Services Department, with an emphasis on social, corporate & nonprofit events (Facility Rental), adult group tour sales and Garden-hosted special events to further departmental goals and the mission of the Desert Botanical Garden.

INTERN GENERAL EXPECTATIONS:

- Obtain an understanding of the history of the Desert Botanical Garden – including its mission statement and general daily operational procedures.
- Obtain an understanding of the Desert Botanical Garden’s Facility Rental program – including being familiar with the available venues, pricing and rental policies & procedures for social, corporate and nonprofit rental events.
- Obtain an understanding of the Desert Botanical Garden’s Group Adult Tour Sales program – including being familiar with the available group tour options, pricing, policies & procedures.
- Obtain an understanding of Desert Botanical Garden’s Special Events including planning, budgets and execution.
- Obtain an understanding of event operations – including setup, mid-event management and tear down.
- Obtain an overview of the Desert Botanical Garden’s beverage program.

INTERN FACILITY RENTAL EXPECTATIONS:

- Assist with the coordination and execution of social, corporate & nonprofit rental events onsite at the Desert Botanical Garden – including, but not limited to – conducting site visits, client final walk-throughs, wedding rehearsals & ceremonies, coordinating vendors, managing event setups and assisting clients in following Garden policies & procedures.
- Oversee and coordinate the components of facility rentals from start to finish – including client final walk-through, wedding rehearsal, event setup, wedding ceremony and reception transition.
- Manage a database of general Facility Rental inquiries – including responding to date/venue availability and pricing information.

INTERN ADULT GROUP TOURS EXPECTATIONS:

- Assist with the coordination and execution of adult group tours – including, but not limited to – greeting groups, assigning guests to docents, arranging & executing lunches/catering and ensuring guests understand itineraries and timelines.
- Assist with the coordination and execution of additional group tour activities.
- Participate in one docent led public tour.

INTERN SPECIAL EVENT EXPECTATIONS:

- Assist with the coordination and execution of the Desert Botanical Garden hosted special events – including, but not limited to – *Fall and Spring Special Events, Music in the Garden, Las Noches de las Luminarias, and Dinner on the Desert.*

- Participate in Garden hosted special event planning committees when applicable.
- Assist with *Music in the Garden* – including musician follow-up, processing check requests, event setup, musician & event management and acting as volunteer and guest liaison.

INTERN MISC. DUTIES EXPECTATIONS:

- Perform clerical duties as needed – including, but not limited to – creating and distributing event signage, managing mass mailings & thank you notes, producing and distributing the weekly report from Event Pro, day to day email and phone communications, compiling collateral, creating event setup sheets and event fact sheets for operations staff and other miscellaneous projects as assigned.
- Remain current and up to date with classroom reports to meet course requirements. Keep Assistant Director of Event Services updated on the Garden's responsibilities with the ASU Educational contract. Schedule time and meeting rooms for professor site visit.
- Perform other duties as assigned by the Director and Assistant Director of Event Services, Special Events Manager and Coordinator, Corporate Event and Group Sales Coordinator, Social Event Sales Coordinator, Event Operations Manager, Beverage Manager or members of the Event Services Department.

October 19, 2017