



KING CONSERVATION
LEADERSHIP ACADEMY

BROOKFIELD ZOO
CHICAGO

College Internship Program

Special Events Internship

Department

Guest Experience & Operations

Work Group or Team

Marketing & Special Events

Season/Term

Summer (late May start through mid-August)

Level of Commitment

Full-time (35+ hrs per week)

Pay Rate

Unpaid

Position Summary

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.

Duties & Responsibilities

- 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 related duties as assigned.

Requirements & Specifications

- 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.
- Possess excellent communication and coordination skills.
- Be willing to work weekends and holidays.
- Must be willing to lift upwards of 30 pounds.

Preferred Skills

- Must be willing to work within a team
- Attention to detail
- Problem-solving skills
- Adaptability and Flexibility
- Spanish fluency a plus, but not required.