

Special Events Internship

Apply by: May 14, 2018

Duration: June– October

Hours: Average 30-35 hrs/week (shift times and hours vary month to month – some evenings and weekends included)

Compensation: \$11.00/hour

Position does not offer health insurance, investment options, or paid personal time.

Number available: 1

Olbrich Botanical Gardens is home to 16 acres of outdoor display gardens and a 10,000 square foot tropical conservatory. The outdoor gardens include 10 unique specialty gardens and received the 2005 National Award for Garden Excellence. Indoors, the tropical Bolz Conservatory exhibits an extraordinary collection of exotic plants and orchids complemented by colorful birds and koi. Olbrich is committed to a culture of sustainability and education so that everyone - including future generations - can experience and learn about the fascinating world of plants and gardens.

Rhapsody in Bloom is an outdoor garden gala. Over 400 guests attend this fundraising event, which plays a key role in the Olbrich Botanical Society's effort to raise over \$1 million each year to help operate the Gardens. This year's event features the "Ebb & Flow" theme, bringing to the Gardens the fluid fun of water in all its many forms.

Home Garden Tour is a two-day event that showcases private home gardens in the Madison area. This fundraiser consistently draws 800 - 1,000 people. The event speaks to Olbrich's educational mission to inspire and teach homeowners a variety of gardening practices.

Olbrich's Blooming Butterflies is based on mission-related educational principles, excellent execution, a fascinating topic, healthy net proceeds, and outstanding community support. Average annual attendance for this 26-day event is 25,000. Visitors include families of all ages, day cares, summer camps, bus tours, and school, senior, and church groups. Blooming Butterflies is a major fundraiser for the Gardens.

GLEAM, Art in a New Light is an outdoor art exhibition featuring seven site specific installations that use light as a major component. Annual attendance for the 26-day evening viewings averages around 6,000 visitors. This newer fundraising event offers an exclusive opportunity to view the Gardens at night.

The Special Events Intern will assist with the planning, execution and post event evaluations for Rhapsody in Bloom, Home Garden Tour, Olbrich's Blooming Butterflies and GLEAM, Art in a New Light under the supervision of the Special Events Manager and Program Specialist.

Responsibilities

Rhapsody in Bloom

June 14- 16

- Assist with event preparation, set up, execution, volunteer management and dismantle.

Home Garden Tour

July 13 & 14

Volunteer Training: Tuesday, July 10, 5 p.m.

- Assist in event preparation, set-up, execution, and dismantle.
- Attend volunteer training at home garden sites and related event meetings.

Blooming Butterflies

July 18– August 12, scheduled Wed. – Sun. 9:30 a.m. – 4:30 p.m.

Volunteer Training: Monday, July 16, 11:00 a.m.-6:30 p.m.

- Assist in event preparation, set up, daily execution and dismantle.
- Attend volunteer training.
- Assist with the production of and maintenance of Blooming Butterflies support materials.
- Daily event management of Blooming Butterflies, including supervision of volunteers and seasonal employees.
- Collaborate with the Conservatory and Education staff and interns in the management of the event.
- Registered group management; confirmations and onsite processing.
- Work closely with Olbrich staff and volunteers to provide a high level of customer service/satisfaction.
- Fill open shifts as needed and provide breaks to volunteers and seasonal employees.

GLEAM, Art in a New Light

August 30 – October 27 – Thursdays, Fridays, Saturdays (5 – 11 p.m. in Sept. / 4 – 10 p.m. in Oct.)

Volunteer Training: Wednesday, August 22, 6 -10:00 p.m.

Exhibition Opening: Saturday, August 25, 3 – 11 p.m.

- Assist in event preparation, set up, daily execution and dismantle.
- Attend volunteer training.
- Daily event management of GLEAM, including supervision of volunteers and seasonal employees.
- Work closely with Olbrich staff and volunteers to provide a high level of customer service/satisfaction.
- Fill open shifts as needed and provide breaks to volunteers and seasonal employees.
- Troubleshoot technical aspects of the exhibit (training provided)

Essential Functions

- Ability to bend, stoop, kneel, walk on uneven terrain, and work with arms stretched out overhead.
- Ability to lift 40 pounds.
- Ability to commit to the work schedule outlined.
- Ability to display a confident, fair, energetic and positive attitude while working with visitors (primarily children and families), volunteers, and staff.
- Ability to work independently.
- Ability to take initiative in making time sensitive decisions.
- Ability to supervise volunteers and seasonal employees.
- Ability to be flexible to changing circumstances.
- Ability to communicate clearly orally and in writing.

Position Requirements:

- Exceptional customer service skills.
- Experience supervising clerical positions and volunteers.
- Experience managing large groups of children and adults.
- Excellent organizational skills and keen attention to detail.
- Comfort and experience with handling cash and credit card transactions.
- Command of Microsoft Word and Excel. Experience with InDesign a plus.
- Comfort seeking assistance from superiors when needed, and accepting constructive feedback on a frequent basis.
- Ability to prioritize work load while juggling multiple tasks.
- Ability to work as a team player and effectively collaborate with coworkers.

Application Materials

Submit your cover letter, resume and completed [OBS application form](#) to Missy Jeanne, Special Projects Manager.

Email: mjeanne@cityofmadison.com

US Mail/FedEx/UPS:

Olbrich Botanical Gardens

Attn: Missy Jeanne

3330 Atwood, Ave., Madison, WI 53704