



2024 SPECIAL EVENTS INTERNSHIP

Bookworm Gardens, a unique and innovative botanical garden based on children's literature and located in Sheboygan, Wisconsin, is seeking an intern for the summer, June through mid-August 2023. This intern will work collaboratively to fulfill Gardens' mission: *To inspire the love of nature and literature in the young and young at heart.*

DESCRIPTION & RESPONSIBILITIES

The intern will work closely with the Event Manager, other garden staff, and volunteers to assist with the development and implementation of the Gardens' special events. Responsibilities will include assisting with:

- Planning, implementation and evaluation of family festivals, adult experiences, & fundraising events
 - Events include: Secret Garden Dinner Series, Fairyfolk Festival, Fairyfolk Masquerade, Family Fun, Boos & Brews, and Happily Haunted
- Event marketing and communication including website maintenance and the preparation and distribution of printed and digital collateral
- Assist with volunteer and community partner coordination
- Other duties as assigned

QUALIFICATIONS

- Must be 18 years of age and hold a valid WI driver's license
- Currently obtaining or have completed an undergraduate degree in Event Management, Marketing or related field OR currently obtaining a graduate degree in a related field
- Graphic design skills preferred but not mandatory

STANDARD WORK PERKS

Employees at Bookworm Gardens can enjoy the following perk of 40% discount in the Nature Gift Shop.

OUR MISSION

To inspire the love of books and nature in the young and young at heart

OUR VISION

The premier destination providing whimsical garden experiences by bringing children's literature to life

APPLICATION INSTRUCTIONS

Please submit resumé and cover letter. Cover letter should highlight what skills, abilities, and experiences the candidate brings to the position and how the internship relates to the candidate's long term goals. Applications will be read on a rolling basis until the position is filled.

More information: <http://www.bookwormgardens.org/>

June – August; 10-25 hours/week, to include some weekends

Start Date Flexible: 10 weeks total

\$10 per hour; students may also arrange academic credit through their school

Send application materials via email to: info@bookwormgardens.org

Bookworm Gardens is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.