JOB POSTING – GIFT SHOP INTERN

Department: Gift Shop  
Supervisor: Gift Shop Manager/Buyer

Pay Type: Hourly, Seasonal, Part-Time, Non-Exempt  
Date Posted: February 20, 2020

Position Dates: June – August 2020

Position Summary: The Gift Shop Intern will work on a wide variety of retail management projects with a primary focus on managing and maintaining the sales kiosk in the Lena Meijer Children’s Garden (LMCG). The Intern will participate in many areas including sales, guest services, volunteer training and supervision, marketing, event planning, and retail management. They will gain real world experience in this role and learn the importance of a guest-centric model in non-profit organizations that will be of value in building their professional portfolio.

Essential Functions:

• Manage and operate the LMCG Kiosk; greeting guests, assisting with sales, answering questions and providing information about the Kiosk and the Gift Shop
• Maintain the volunteer schedule for the kiosk
• Learn the basics of LMCG and train volunteers who will assist
• Answer general questions about the LMCG and explain etiquette rules in a positive way
• Interact with the LMCG staff in providing feedback or concerns, and help guide guests through the LMCG as needed, and as time permits
• Learn/assist in maintaining CounterPoint records including sales and inventory data, and purchase order entry
• Determine restocking of product for kiosk based on first-hand experience and CounterPoint reports
• Select new merchandise and place orders from specific companies as assigned, including kid’s and gift departments
• Attend departmental staff meetings bringing fresh ideas to the team
• Attend planning and marketing meetings for Holiday Gift Show
• Help monitor Gift Shop email and respond to customer’s emails
• Other duties as assigned by supervisor

Organizational Expectations:

• Embrace and adhere to Meijer Gardens’ mission, brand statement, operating model, policies, procedures, and guiding principles with a strong emphasis on professional behavior and the treatment of others with dignity and respect
• Embrace the fact we are a non-profit institution that serves the public and that you will work with a broad and diverse group of employees, volunteers, members, and guests

Education and/or qualifications preferred:

• Currently enrolled in high school or college; 16 years or older
• Ability to work 20-25 hours per week, primarily daytime hours, including weekends, but with flexibility for evenings
• Ability to work independently

Working Conditions: Fluctuating environment (slow – fast paced) and exposure to indoor and outdoor conditions, including temperature fluctuations. Occasional lifting up to 50 pounds. Standing for long periods of time.

If you are interested in working for one of West Michigan’s premier cultural institutions and with a highly-motivated team… send your resume to hr@meijergardens.org or apply online at http://www.meijergardens.org/contact/careers/.

Frederik Meijer Gardens & Sculpture Park is an Equal Opportunity Employer.

All candidates are required to submit to our background and drug screening process.