



# FREDERIK MEIJER Gardens & Sculpture Park

## INTERNSHIP OPENING – GIFT SHOP & LMCG KIOSK INTERN (unpaid)

**Posted Date:** May 10, 2019

**Department:** Gift Shop

**Position Date:** Summer 2019

**Supervisor:** Gift Shop Manager/Buyer

**Internship Description:** The Gift Shop Intern will work on a wide variety of retail projects with a primary focus on organization and maintenance of the sales kiosk in the Lena Meijer Children's Garden. Other opportunities may include sales, guest services, and working with volunteers. They will gain experience in the role and importance of a guest-centric model in a non-profit organization that will be of value in building their professional portfolio.

### Essential Functions:

- Operate the LMCG Kiosk
- Maintain the volunteer schedule for the kiosk
- Learn the basics of LMCG and assist volunteers who will work in this area
- Interact with guests, assisting with sales, answering questions, taking suggestions
- Learn/assist in maintaining CounterPoint records including sales and inventory data
- Determine restocking of product for kiosk based on first hand experience and CounterPoint reports
- Select new merchandise and assist in placing orders from specific companies as assigned
- Attend departmental staff meetings bringing fresh ideas to the team
- Attend planning meetings for HGS
- Assist buyers in selecting vendors for HGS
- As needed, monitor Gift Shop email and respond to customer's emails
- Other duties as assigned by supervisor

### Addition Expectations:

- Ability to work independently
- Ability to lift boxes and move kiosk

### 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 associates, volunteers, members, and guests
- Exhibit strong moral and ethical values

### Qualifications:

- Currently enrolled in high school or college; 18 years old or older
- Ability to work 20-25 hours per week, primarily daytime hours but with some flexibility for evenings
- Must complete background check with acceptable results

If you are interested in an internship at one of West Michigan's premier cultural institutions ...  
**send your cover letter and resume to [hr@meijergardens.org](mailto:hr@meijergardens.org).**