



FREDERIK MEIJER Gardens & Sculpture Park

JOB OPENING – CONCERT LOGISTICS INTERN

Supervisor: Guest Services Manager

Position Date: May to September 2020

Date Posted: February 20, 2020

Department: Guest Services

Pay Type: Hourly, Seasonal, Non-exempt

Position Description: As an intern in the Guest Services Department this position will learn to assist with the Fifth Third Bank Summer Concert Series. Through all of these services, establish customer service qualities and traits to ensure a quality experience for our guests, volunteers, and staff. Schedule is dependent on the Fifth Third Bank Summer Concert Series schedule.

Essential Functions:

- Responsible for sales of Meijer Gardens merchandise before & during concerts.
- Responsible for cleaning of Green Rooms during and after the show.
- Support the concert ticket sales; including the Ticket Office on concert nights.
- Responsible for the rental and placement of rental chairs before and during concerts.
- Monitor the handicap, rental chair and volunteer seating areas during concerts.
- Provide back-up for Merchandising during concerts and help with merchandise load-in.
- Assist in securing the Amphitheater during sound checks.
- 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

Qualifications:

- Must have outgoing personality and enjoy working with people.
- Must learn quickly and be flexible.
- Must have current driver's license with a clean driving record.
- Must be 18 years of age or older.
- Currently enrolled in college; Junior or Senior level preferred.
- Must complete background check and drug screen with acceptable results.

Working Conditions: Flexible schedule including weekends, evenings, and holidays. Ability to work in varying weather and temperature conditions both indoors and outdoors. Ever changing fast paced environment in a cultural organization with an educational, botanical and art-based setting. Very customer service-oriented work with a high level of social contact. Requires multi-tasking i.e. office work, floor coverage and a variety of communications. Must be able to lift 50 lbs, assist with physical labor and be able to stand and walk 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 and Sculpture Park is an Equal Opportunity Employer.

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