

Events, Membership, and Marketing Internship (Unpaid; 6-20 hours/week; Temporary Position)

Located in the heart of Walnut Creek, California, Lindsay Wildlife Experience houses a wildlife rehabilitation hospital, live collection of California native animals, and natural history exhibits. Our mission at the Lindsay Wildlife Experience is to *“connect people with wildlife to inspire responsibility and respect for the world we share.”*

The Lindsay Wildlife Experience’s Events, Membership, and Marketing Department is a multi-faceted driving force behind membership engagement, event rental coordination, and the marketing & communications efforts that help promote Lindsay’s mission. This is your chance to join a mission-driven organization that’s making a real impact on the community!

Position Summary:

This unique unpaid internship is available to students who are interested in gaining more experience in the museum field. The Events, Membership, and Marketing intern will primarily assist the Membership, Event Rentals, and Marketing Coordinator in hosting event rentals and maintaining positive relationships with members. In addition, the Events, Membership, and Marketing Intern will gain valuable experience in event coordination and planning, marketing drives, and community relations.

Tasks can include:

- Maintaining, updating, and improving membership records
- Acting as the host for event rentals and providing extraordinary customer service throughout the event
- Develop and implement marketing ideas to increase membership and rental sales
- Engaging members of the community to connect with Lindsay Wildlife

Qualification:

- Must be 18 or older to apply.
- Current college undergraduate or graduate student who is interested in museums and collections management and/or is passionate about biology and conservation. Background in museum studies, marketing and communications, or a related field is preferred but not required.
- Must be able to lift 20lbs on a regular basis.
- Excellent organizational skills.
- Excellent verbal and written communication skills.
- Ability to work with staff and volunteers.

- Ability to work effectively independently, as a team member, and with the public.
- Proficient in computer skills, including word processing and database programs.

Hours, Benefits, and Compensation:

This unpaid internship requires the intern to commit 6-20 hours on a weekly basis for 4-5 months (this may be extended based on interest and availability). Hours are flexible but must be during regular business hours from 9:00 am – 5:00 pm, Wednesday - Sunday. Must be available one weekend day. We are happy to work with educational institutions to provide credit for this internship.

This is an in-person internship. Applicants must have a reliable method of transportation. Housing is not provided.

How to apply:

- Submit an application found [here](#).
- Send the following to the Executive Director Janet Kozlowski
 - A letter of interest
 - Resume