



1225 ESTABROOK DRIVE SAINT PAUL MINNESOTA 55103 WWW.COMOZOOCONSERVATORY.ORG

Thank you for your interest in a **Marketing Internship** at the Como Park Zoo and Conservatory. This internship is offered year- round with preference given to applicants enrolled in business, marketing, communications or a related field of study. School credit is optional.

Intern must:

- Be currently enrolled in a degree program; and
- Meet all time commitments and qualifications listed in the position description(on next page).

A complete Como Intern Application must include the following:

- Cover letter including reasons for interest in a Como internship;
- Resume summarizing education and employment experiences; and
- Two letters of reference; at least one reference submitted by one college instructors with knowledge of your academic performance and commitment to your major.

Deadlines for applications:

Fall semester: August 15th
Spring semester: November 30th
Summer semester: March 15th

If you need more information contact:

Steve Kane
Como Park Volunteer Services Office
Steve.kane@ci.stpaul.mn.us
651-487-8252

RECORDED INFORMATION
651.487.8200

CUSTOMER SERVICE OFFICE
651.487.8201

AA-ADA-EEO-EMPLOYER

SAINT PAUL PARKS
AND RECREATION



CITY OF SAINT PAUL

Mayor Christopher B. Coleman



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Marketing Intern

Como Park Zoo & Conservatory is visited by more than 1.5 million people each year. Como's mission is to inspire the public to value the presence of plants and animals. Marketing initiatives and public offerings at Como are increasing with new exhibits and attractions. Interns will have a volunteer opportunity for a variety of job experiences along with the rewards and challenges of helping to create a quality visitor experience. School credit optional, if approved by college course instructors.

DUTIES:

- assist in creating strategies to promote activities and events at Como
- assist in developing, planning and executing promotional and special events
- organize media releases and press kits
- support the Marketing and Rental work groups for assigned projects

QUALIFICATIONS:

- be in pursuit of a bachelors degree in business, marketing, communications, or related field
- demonstrate excellent verbal and written skills and high quality work
- demonstrate ability to work with people of all ages, abilities and cultures
- be able to work independently and with others in team collaboration
- understand and follow required Como Campus policies and procedures
- be able to regularly work weekdays, weekends and occasional holidays

TIME COMMITMENT:

Minimum commitment of four months required.

- Summer: *Minimum of 20 hours per week, with weekday and weekend shifts.*
- Fall/Winter/Spring: *Minimum of 15 hours per week, with weekday and weekend shifts.*

Application Procedure:

The Intern Application (PDF) is available at www.comozooconservatory.org

Requirements: Your application is not complete until all items are received

- Cover letter indicating reasons for interest in an internship at Como
- Resume indicating education and employment experiences
- Two letters of reference, at least one from professional within primary field of study

DEADLINE: Spring/Summer semester: March 15*

*** Applications will be received and reviewed until positions are filled.**



**COMO PARK
ZOO & CONSERVATORY**

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INTERNSHIP APPLICATION

Please type or print clearly.

NAME: _____	E-mail address: _____	

ADDRESS: _____	PHONE: _____	

CITY: _____	STATE: _____	ZIP
CODE: _____		

YEAR IN SCHOOL: _____	COLLEGE: _____

COURSE CONCENTRATION: _____	

CAREER GOALS: _____	

OTHER SKILLS, SPECIAL TRAINING: _____	

HOBBIES, INTERESTS: _____	

WHAT TYPE OF INTERNSHIP ARE YOU INTERESTED IN? _____
WHY DID YOU APPLY HERE? _____
YOUR IDEAL INTERNSHIP WOULD PROVIDE EXPERIENCE IN WHAT AREAS? _____

BETWEEN WHAT DATES COULD YOU BE AVAILABLE? _____

