



COMO PARK ZOO & CONSERVATORY

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

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

Intern must:

- Be currently enrolled in a degree program
- Meet all time commitments and qualifications listed in the position description (next page)
- Demonstrate exceptional verbal and written communication skills

A complete Como Intern Application must include:

- Cover letter including reasons for interest in a Como internship
- Resume summarizing education and employment experiences
- Two letters of reference; at least one reference submitted by a college instructor with knowledge of your academic performance and commitment to your major.
- Completed Internship Application form (see below)

Deadlines for applications*:

Summer semester: March 15th

If you need more information contact:

Kate McNulty
Como Park Volunteer Services Office
Kate.McNulty@ci.stpaul.mn.us
651-487-8287

Saint Paul Parks and
Recreation



City of Saint Paul

Mayor
Christopher B. Coleman





COMO PARK ZOO & CONSERVATORY

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Marketing Intern

Como Park Zoo & Conservatory is visited by over 2 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 ever changing 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. College credit is optional.

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 a team collaboration
- Understand and follow required Como Campus policies and procedures
- Be able to regularly work weekdays, weekends, and occasional holidays
- Social networking experience (Facebook, Twitter)
- Dreamweaver experience or other website management software experience preferred

TIME COMMITMENT:

- Summer: Minimum of 20 hours per week, with weekday and weekend shifts. Minimum commitment of four months required.

Application Procedure:

Deadlines for applications: (Applications will be received and reviewed until positions are filled)
Summer semester: March 15th

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 a professional within your primary field of study
- Completed Internship Application form (see below)



COMO PARK
ZOO & CONSERVATORY

Internship Application

Please type or print clearly

Personal Information

Name: _____	E-mail: _____	
Phone: _____		
Address: _____		
City: _____	State: _____	Zip Code: _____

Education

College: _____
Year in School: _____
Course Concentration/Major: _____
Career Goals: _____
Other Skills/Special Training: _____

Hobbies/Interests: _____

Internship Information

What internship(s) are you interested in? _____

Reason(s) why you applied at Como Zoo: _____

You ideal internship would provide experience in what areas? _____

What are your institutions internship requirements? (hours, tasks, timeframe, ect.) _____

Do you have any experience with social networking sites? _____
Do you have any experience with Dreamweaver software? _____
Between what dates are you available? _____
Are there any dates you are not available? _____

Employment History (May include both paid and volunteer experience)
Please list most recent experience first

Employer/Agency: _____
Dates of Employment: _____
Duties: 1. _____ 2. _____
3. _____ 4. _____
Employer/Agency: _____
Dates of Employment: _____
Duties: 1. _____ 2. _____
3. _____ 4. _____

References

1. Name: _____ Phone: _____
Relationship: _____ Years know: _____
2. Name: _____ Phone: _____
Relationship: _____ Years known: _____

Other Information

Will you receive college credit for your internship? _____
Do you have a valid driver's license? _____
All of our internship positions are unpaid, is this condition acceptable? _____
Where did you hear about Como Zoo's internship opportunities? _____

Emergency Contact: (Name, Relationship, Phone Number)

PLEASE ATTACH COVER LETTER AND RESUME

RETURN TO:

Como Park Volunteer Services
Como Park Zoo & Conservatory
1225 Estabrook Drive
St. Paul, MN 55103

Fax: 651-487-8278
Phone: 651-487-8287