

JOB OPENING

PEORIA PARK DISTRICT – RECREATION DIVISION

EVENT PLANNING INTERN

POSITION: INTERNSHIP (SEPTEMBER 2023 – DECEMBER 2023)
PAY RATE: \$15.00 PER HOUR (HIGH SCHOOL LEVEL); \$17.00 PER HOUR (COLLEGE UNDERGRAD LEVEL)
LOCATION: PEORIA ZOO & LUTHY BOTANICAL GARDEN

RESPONSIBILITIES

- Assist in the operation of events at Peoria Zoo and Luthy Botanical Garden including the setup and teardown of the events.
- Assist in maintaining the appearance and cleanliness of all designated areas of the event space.
- Assist full time staff with routine duties during the course of an event.
- Follow all Peoria Park District rules, policies, and procedures.
- Follow all safety procedures that pertain to the duties performed and support all aspects of the Peoria Park District's safety program.
- Perform all other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- Status as a current High School or College student.
- Previous hospitality, special events and culinary experience is preferred.
- Ability to work a flexible schedule, including weekends, evenings, and holidays.
- Ability to perform physically demanding work.
- Ability to follow picture-based event layouts.
- Ability to be professional, respectful, accountable, innovative, safe, and equitable to both internal and external customers.

OTHER

- Maximum of 15 hours per week for High School level; 20 hours per week for College Undergrad level.
- This position is under the general supervision of the Sales & Events Coordinator.
- Location: Peoria Zoo and Luthy Botanical Garden.
- Please note, this internship is funded due to a grant from the Illinois Criminal Justice Information Authority. It is open to applicants who are current/active High School or Undergrad College Students. Ages 16+.
- To apply for this internship: Please complete the Employment Application Form located at:
<https://peoriaparks.aaimtrack.com/jobs/>

