

Special Events Intern – Sophia M. Sachs Butterfly House

ROLE DESCRIPTION:

The Sophia M. Sachs Butterfly House is looking for part-time Special Events Interns. The Special Events Intern will be responsible for assisting in the coordination and execution of public and private events at the Butterfly House, including family events, children’s birthday parties, and wedding ceremonies.

ABOUT THE ROLE:

- Assists in preparing for events, including set-up and tear-down of all event furniture, assembling event materials, and giveaways.
- Ensures event spaces and furniture are properly maintained and presentable prior to each event.
- Assists in the preparation and facilitation of children’s birthday parties.
- Acts as point of contact for on-site vendors during public events and provides assistance as needed.
- Provides excellent customer service to enhance guest experience.
- Completes administrative tasks as needed, including communicating with potential clients and distributing post-event surveys.
- Utilizes multi-tasking skills to manage assignments relating to a variety of upcoming events.
- Follows and adheres to established policies and procedures, including but not limited to Employee Handbook, Butterfly House Safety Guidelines and Department Policies.
- Performs other duties as assigned.

The role responsibilities listed are representative and not exhaustive of the knowledge, skill, and/or abilities required.

ABOUT YOU:

- Currently pursuing a major in entertainment management, marketing, hospitality, or other related field
- Excellent verbal and written communication skills
- Prior experience in event coordination and working with children is a plus
- Proficiency with Microsoft Office (Word and Excel) preferred
- Ability to work independently and as part of a team
- Strong attention to detail
- Willingness to learn and adapt to new technologies
- Lives in the Greater St. Louis, MO area



This role requires availability on weekends, holidays and evenings to support Butterfly House event needs.

OUR BENEFITS:

- Unpaid internship; candidates have the capability of earning course credit
- Part-time role of appx. 15-20 hours per week
- Flexible workplace environment (candidate can work remotely or at our Chesterfield, MO location)
- Complimentary admission into the Sophia M. Sachs Butterfly House, Missouri Botanical Garden, and Shaw Nature Reserve (with valid Intern ID)
- Discounts in gift shops and the Garden's Sassafras Cafe

ABOUT US:

The Sophia M. Sachs Butterfly House is a division of the Missouri Botanical Garden located in Chesterfield, Missouri. The Butterfly House supports the Garden's overall mission to discover and share knowledge about plants and their environment by fostering a greater understanding of plant and animal relationships to promote the conservation and restoration of natural habitats.

The Sophia M. Sachs Butterfly House is home to over 60 tropical butterfly species and over 150 tropical plants, in our enclosed 8,000 square foot Tropical Conservatory. This breath-taking garden habitat, combined with the beauty of the butterflies, is the heart of the Butterfly House. The entire facility, which also includes an insect zoo, classrooms, theater space, and a seasonal Native Butterfly Garden, is open year-round.

