



## The Horticultural Society of New York

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### Special Events Intern

#### **Description:**

The Horticultural Society of New York (HSNY) is seeking a smart, detail-oriented and creative college student interested in learning about non-profit work with a focus on providing environmental, cultural and educational resources for all New Yorkers. With a small staff, HSNY has an engaging workplace environment, with value on employee input and experience.

The Special Events Intern will work with the Director of Special Events in all aspects of planning, organizing, developing, executing and evaluating HSNY events.

The Events Department's primary spring fundraising event is a 350 person gala in April featuring table designs by 35 of the city's best floral, fashion and interior designers. The intern will also help with other cultivation and events as well as special projects.

The semester-long internship is flexible enough to accommodate a student's part-time work schedule. Ideally, interns are in the 10-15 hours each week for 10-12 weeks.

You will work in a great office environment, with a green wall on the south facing side and plants integrated into the office architecture. Additionally, we will work with your college or university to make sure you earn academic credit.

#### **Responsibilities:**

- Assist with data entry and tracking of committee members, volunteer groups, underwriters and prospects as needed.
- Assist in the coordination of mail lists and mailings.
- Assist in sponsorship research and solicitations as well as other revenue generating activities such as ticket sales and in-kind gift procurement.
- Assist with all logistical aspects of events: Invitation design, Seating, Press, Catering, Décor, Entertainment, Rental Equipment, Lighting and Audio/Visual.
- Assist with post-event activities including thank you and/or tax acknowledgment letters and assist with developing event recaps and analyses.

#### **Requirements:**

- Excellent written, oral, organizational and interpersonal skills are a must. Should be dependable, flexible, resourceful and detail oriented.
- Creative and energetic personality (sense of humor is a plus) and ability to work in a fast-paced, dynamic team environment.
- Ability to establish priorities, follow-through and meet deadlines effectively and efficiently.
- Experience working with Microsoft Word, Microsoft Excel, and Internet Explorer required.
- Raiser's Edge experience a plus.

#### **Application instructions:**

Please email your resume and cover letter to [hsny@hsny.org](mailto:hsny@hsny.org) and mention "Special Events Intern / HSNY web posting " in the subject header.