

MEMPHIS



BOTANIC  
GARDEN

Home of the  
Goldsmith Civic Garden Center

## Event Operations Internship

Memphis Botanic Garden is a 96-acre garden in the heart of urban Memphis featuring 30 display gardens and a wide array of educational programming and community events. This internship provides hands-on experience in event operations, logistics, and guest experience—ideal for a student studying event management, hospitality, communications, or a related field who wants real-world experience supporting a high-volume concert series and dynamic nonprofit events.

The ideal candidate is organized, dependable, and thrives in fast-paced environments. They enjoy being on their feet, solving problems in real time, and helping create seamless experiences for guests. They are eager to learn, ready to pitch in where needed, and motivated by the energy of live events and community engagement.

**Duration:** Late May through September

**Hours:** 15–30 hours/week; includes evenings and weekends for event support

**Pay Rate:** \$15/hour

**Reports to:** Director of Live at the Garden and Radians Amphitheater

### Primary Responsibilities:

- Assist with day-of concert operations for Live at the Garden, including setup, execution, and breakdown
- Support event communications across teams, vendors, and front-line staff
- Assist with preparing and organizing event materials such as signage, credentials, check-in lists, and supplies
- Assist with customer service, including guest questions, wayfinding, and issue resolution
- Support administrative tasks related to event planning and coordination
- Help manage on-site logistics including vendor coordination, seating areas, and guest flow
- Provide operational support for additional Garden events, including Incognito Art Auction and seasonal programming
- Assist with inventory tracking and organization of event supplies
- Support internal team coordination to ensure timelines and deliverables are met
- Provide on-site support during public events, concerts, and seasonal programs
- Assist with administrative and operational needs of the Memphis Botanic Garden
- Complete other tasks as assigned

### Ideal Candidate Will:

- Be pursuing a degree in Event Management, Hospitality, Communications, or related field
- Be comfortable working in a fast-paced, high-energy environment

- Have strong organizational and time management skills
- Communicate clearly and professionally with team members and guests
- Be proactive, dependable, and solutions-oriented
- Be comfortable working long event days, including evenings and weekends
- Be interested in live events, music, or nonprofit event production

**Attributes:**

- Positive attitude and team-first mindset
- Reliable, organized, and self-accountable to deadlines
- Detail-oriented with strong follow-through
- Adaptable and quick-thinking
- Professional and courteous in all interactions

**Special Requirements:**

- Must be available to work the following concert dates: June 13, July 16, August 6, August 14, and September 18, including full-day and late-night hours
- Must submit to and pass a background check and drug screening.
- Most hours will be scheduled Monday-Friday between 9 am-4 pm in-person at the Garden with adjustments for events and special projects.
- Some nights and weekends are required
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- Must have reliable transportation.
- Ability to work outdoors in all weather conditions.
- Position requires walking, standing, and occasional lifting up to 50 lbs.

If interested, email resume and a brief cover letter to Jamison Totten, Director of Live at the Garden and Radians Amphitheater, at [jamisontotten@liveatthegarden.com](mailto:jamisontotten@liveatthegarden.com)

**Equal Employment Opportunity Statement:**

Memphis Botanic Garden is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, or genetic information.

**Physical Demands and Work Environment:**

This position requires occasional lifting of at least 50 pounds, standing and sitting for extended periods, and working both indoors and outdoors in various weather conditions as needed.

**Disclaimer:**

This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it. Duties and responsibilities are subject to change.