



Student Internship Experience - Application

Application Deadlines

Applications for Summer Internships are due March 3 via email to becky@lillylaneflowers.com or mail to 6525 Ferguson Street, Indianapolis IN 46220.

Overview

lilly lane is pleased to provide undergraduate students with an interest in entrepreneurship, small business administration, floral design, or event planning with the opportunity to intern at our company for a behind-the-scenes look at the event planning and design world.

The summer internship is designed to give students an introduction to our company as well as an intensive experience in design and event execution. Interns will work on multiple events on a weekly basis. Opportunities and experiences will include (but are not limited to):

- Attending client consultations
- Working on event design drafts
- General office duties
- Learning design basics
- Completing design work
- Attending and setting up events
- General event and studio cleanup

Internship Dates

Start and end dates are subject to specific intern's schedule but will begin mid-May and conclude mid-August (14 Week Internship)

Internship Hours

Summer interns should expect to work 16 hours per week Monday-Friday for 13 of the 14 weeks (total hours: 208) in the following manner:

9am-5pm one day, or two half-days, per week on Mondays-Wednesdays

9am-5pm one day, or two half-days per week on Thursdays- Fridays

Summer interns should expect to work 8 hours per Saturday for 10 of the 14 weeks (total hours: 80) during the approximate hours of 8am- 4pm, or similar window of approximately 8 hours. Which Saturdays will be included will be at the discretion/needs of lilly lane as well as based on the student's schedule. Due to the ever changing nature of events, some Saturdays will have an earlier or later start time, or an earlier or later end time.

Total Expected Hours: 288

Internship Compensation & Benefits

Interns will receive the equivalent of one office week off (16 total hours). Vacation must be scheduled at the start of the intern period (indicate any vacation dates needed in application). If further vacation is requested intern may be able to make up time at the end of the semester through continued employment into the school year; please inquire directly.

Interns will be paid a one-time, \$1500 stipend on successful completion of their internship.

In addition, interns will be able to attend (schedule permitting) applicable industry events such as ISES monthly events, seminars, and networking events with attendance costs paid by lilly lane.

Internship Dress Code

Interns will be expected to follow the lilly lane dress code, which includes business casual for meetings and black or grey pants and a grey, black, or white solid-colored shirt for event setup. Jeans are permitted as long as they are clean and without holes, wear-and-tear or excessive decoration. More information will be provided to the intern upon their hire.

Internship Contact

Contact: Becky Ruby, owner/designer

becky@lillylaneflowers.com

(317)989-9936

Please submit the following to apply for this internship!

Applicant Information

Name:

Email:

Phone:

Address:

University & Expected Date of Graduation:

Major(s):

Minor(s):

Please attach a current resume to your application.

Applicant Availability

I am applying for the:

- ☐ Summer Internship Program

I am available to work the dates and hours indicated on the internship information sheet:

- ☐ Yes, with the exception of the following dates: _____

- ☐ No (please explain): _____

I am able to provide my own transportation during the hours of my internship: ☐ Yes ☐ No

I am able to work in an environment where I might be exposed to cool or warm temperatures (weddings and other events may be held outside): ☐ Yes ☐ No

I am able to work in an environment where I might be standing for up to 4 hours: ☐ Yes ☐ No

I am able to lift/carry materials weighing up to 30lbs: ☐ Yes ☐ No

I have documented allergies to some plant materials and/or flowers that would prohibit me from working with them and/or being near them: ☐ Yes ☐ No

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becky@lillylaneflowers.com

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