

Heritage Hill State Historical Park
ELECTRONIC TOUR DEVELOPMENT INTERN

Job Title:	Electronic Tour Development Intern
Department/Location:	Education
Reports to:	Director of Education
Employment Status:	Volunteer Intern
Revision Date:	September 2017

JOB SUMMARY

As a team member of Heritage Hill State Historical Park, you will help build a positive working environment as well as inspire, transform and build our community through exceptional cultural and historic experiences. Under the general supervision of the Park's Director of Education, the Electronic Tour Development Intern provides principle support and assures seamless functioning of the Education Department.

PRIMARY FUNCTIONS AND RESPONSIBILITIES

The following are the primary/essential functions of the position, and are not all-inclusive.

Purpose: The Electronic Tour Development Intern will assist the park in the development of tours visitors can use on their smartphones when historic interpreters are absent from the park. Heritage Hill plans to use Google Earth's TourBuilder for these tours, but the intern will be asked to suggest other programs to develop the tours on. The intern will learn about the history of Heritage Hill's buildings and develop tours with a variety of themes, including but not limited to Heritage Hill's history, founders of Green Bay, and hidden voices. This intern will incorporate photos, videos, and links to web pages in the tour. This intern will be expected to develop a minimum of two tours.

Key Responsibilities:

- Provide exceptional customer service to visitors in accordance with the mission of Heritage Hill State Historical Park and department goals.
- Learn about the history of Heritage Hill by reading books and Heritage Hill publications and researching online to develop tours.
- Take photos and record videos as needed to enhance visitors' experience.
- Research and find credible websites to provide links to within the tours.
- Interact with historic interpreters and visitors to collect information.

Individual must

- Be a self-starter and able to work without supervision.
- Be able to take initiative in problem solving in a fast-paced work environment.
- Be highly organized with great attention to detail.

- Meet deadlines while retaining flexibility.
- Be a cooperative team member.
- Possess strong written and verbal communication skills
- Be willing to perform duties as assigned.
- Communicate effectively with adults and children.
- Feel comfortable wearing period clothing.

The Length of Appointment: Semester-long or year-long in accordance with school internship policies.

Time Commitment: In accordance with intern's school schedule and school internship policies; minimum of 10 hours per week up to 40 hours per week.

Qualifications: High school degree or equivalent preferred. Must be pursuing a degree in history, education, museum studies, computer science, business, or other related field.

Support: This position reports to the Education Department, but will also work closely with the Visitor Services Department.

Age Requirement: None

Dress Code: Business casual

*Heritage Hill State Historical Park
Heritage Hill State Historical Park is an equal opportunity employer.*