

**Heritage Hill State Historical Park
PROGRAM COORDINATOR INTERN**

Job Title:	Program Coordinator 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 Education Coordinator, the Program Coordinator 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 Program Coordinator Intern will assist with all aspects of coordinating school and public programs. This intern will learn the logistics behind scheduling programs at a historic site, including scheduling times and visits, coordinating supplies for programs, and assisting in the revision and development of old and new programs.

Key Responsibilities:

- Provide exceptional customer service to visitors in accordance with the mission of Heritage Hill State Historical Park and department goals.
- Participate in training of current and new educational programming throughout the park.
- Assist the Education Coordinator in scheduling programs, while providing recommendations for improving programs.
 - Including, but not limited to streamlining and creating forms for program registration and brainstorming ideas for improving program logistics.
- Enter school and visitor data in the program database.
- Assist in preparing supplies and facilities for groups and schools.
- Develop program enhancements to make visitors' experiences more memorable and enjoyable.

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, event or program management, 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.*