

**Heritage Hill State Historical Park**  
**VISITOR EXPERIENCE ENHANCEMENT INTERN**

<b>Job Title:</b>	Visitor Experience Enhancement Intern
<b>Department/Location:</b>	Operations
<b>Reports to:</b>	Director of Operations
<b>Employment Status:</b>	Volunteer Intern
<b>Revision Date:</b>	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 Operations, the Visitor Experience Enhancement Intern provides principle support and assures seamless functioning of Heritage Hill.

### **PRIMARY FUNCTIONS AND RESPONSIBILITIES**

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

**Purpose:** The Visitor Experience Enhancement Intern(s) will evaluate Heritage Hill for ways to make visitors' experiences more enjoyable. This will include, but not be limited to, evaluating buildings to determine their accessibility to visitors without gates, determine whether certain artifacts should or can be replaced with reproduction items so they can be stored safely, identify parts of buildings and the park as a whole that can become more interactive. Visitor Experience Enhancement Intern(s) will also conduct research on museum displays, recommend displays for various areas of the park, including the content on the displays (design) and companies to order from.

#### **Key Responsibilities:**

- Evaluate each building in the park using Heritage Hill paperwork to determine what would need to be done to protect the safety of the building, its artifacts, and visitors if the gates were removed.
- Evaluate each building in the park to determine how visitors can be allowed more access to the buildings when interpreters are not present.
- Research companies that produce museum signage, obtain quotes, and recommend companies to order signage from.
- Design signage for the park using the park's style guide and accurate historic research.
- Assist in making buildings more accessible to visitors.
- Assist in developing interactive aspects of the park.
- Assess the park's collection of artifacts on display and evaluate which ones are best in buildings and others that are best in the collection and replaced with reproduction items.

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 20 hours per week up to 40 hours per week.

**Qualifications:** High school degree or equivalent required. Must be pursuing a degree in history, education, museum studies, design, or other related field.

**Support:** This position reports to the Restoration and Maintenance Department, but will also work closely with the Education Department.

**Age Requirement:** None

**Dress Code:** Business casual

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