

**Heritage Hill State Park  
TOUR DEVELOPMENT INTERN**

<b>Job Title:</b>	Tour Development Intern
<b>Department/Location:</b>	Education
<b>Reports to:</b>	Director of Education
<b>Employment Status:</b>	Volunteer Intern
<b>Revision Date:</b>	April 2019

### **JOB SUMMARY**

As a team member of Heritage Hill State 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 Tour Development 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 Tour Development Intern(s) will develop interactive and exciting tours for visitors who come to Heritage Hill. The project will be determined by the intern and Director of Education and could include

- An archaeology tour
- A restoration tour

This will include, but not be limited to, identifying activities that visitors can participate in during this tour, writing a script/instruction manual in accordance with the Education Department style guide, and helping train Heritage Hill staff on this program.

### **Key Responsibilities:**

- Develop a guided tour.
- Write a script/instruction manual for this experience.

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:** In accordance with school internship policies.

**Time Commitment:** In accordance with intern's school schedule and school internship policies; minimum of 8 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, theater, or other related field.

**Age Requirement:** None

**Dress Code:** Business casual

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