

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

<b>Job Title:</b>	Visitor Experience Enhancement Intern
<b>Department/Location:</b>	Education
<b>Reports to:</b>	Director of Education
<b>Employment Status:</b>	Volunteer Intern
<b>Revision Date:</b>	December 2018

### **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 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, identifying activities that visitors can participate in while they are at Heritage Hill, write instructions for how staff should carry out these activities in accordance to the Education Department style guide, and identify parts of buildings and the park as a whole that can become more interactive.

#### **Key Responsibilities:**

- Identify activities visitors can participate in and write instructions for these activities.
- Assist in developing interactive aspects of the park.

#### 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 required. Must be pursuing a degree in history, education, museum studies, design, or other related field.

**Age Requirement:** None

**Dress Code:** Business casual

**To Apply:** Fill out the Heritage Hill Job Application, and submit a cover letter, resume, and short writing sample. Applications can either be emailed to [erin@heritagehillgb.org](mailto:erin@heritagehillgb.org) or mailed to 2640 S. Webster Ave. Green Bay, WI 54301.

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