

Intern, Visitor Services
Mississippi State Capitol

To apply for this position, submit resume and intern application to Ashley Kincses, Director of Visitor Services, Mississippi State Capitol, at akincses@house.ms.gov.

Job details

The Mississippi State Capitol is seeking interns to work as tour guides and hospitality attendants year-round. All interns must maintain a high level of decorum. Interns are allowed two internship types: a stipend, \$12 per hour internship or Academic-credit only non-stipend for course/degree credit.

Experience in communicating in a group setting, walking/standing on hard surfaces (marble floors, exterior granite steps) for extended periods of time, climb steps, lead groups, and conduct tours.

The essential responsibilities of this position include, but are not limited to, the following:

- Guided tours are offered to drop-in tourists four times a day (with times advertised on website and print materials), and interns must be available to conduct guided tours. Interns must greet all visitors who enter the building, aid those wanting self-guided tours, take pictures of special visitors for social media, complete all tasks given by the Director and Assistant Director, ensure visitors feel welcomed, and help direct visitors to public areas, meetings, etc.
- Keeping the Capitol Tour Information desk clean, organized, and well stocked.
- Reporting to the Director and Assistant Director of Visitor Services.
- Filling out and signing timesheets every pay period; keeping up with hours worked.
- Coordinating schedule with the Director and Assistant Director in order to work around classes and work needed hours at the Capitol.

Requirements in order to intern:

- Currently enrolled in accredited community college or 4-year college.
- Application and resume sent to the Director of Visitor Services.
- Faculty sponsor to oversee internship requirements are met.
- Have minimum 3.0 GPA.