**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 by semester. All interns must maintain a high level of decorum.

Paid internship is $12 per hour. Academic, unpaid internship is for course work hours and will need a sponsoring professor. Hours for paid are limited; hours for Academic Credit depend on your college degree program requirements.

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. This includes keeping stacks of items straight and neat, changing the date on our stamp, keeping brochure racks full, etc.
* Reporting to the Director and Assistant Director of Visitor Services.
* For paid, signing out and signing timesheets every pay period; for Academic Credit, 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.
* Have minimum 3.5 GPA.
* Submit resume **and** application. All resumes/application must list two professional or academic references (not related to you and must know for longer than a year).