



## **Capitol Preservation Board Visitor Services Internship**

The mission of the Capitol Preservation Board is to preserve the State Capitol for current and future generations to use and enjoy as a symbol of our state government.

The Capitol Preservation Board also manages a Visitor Services Program. Through guided tours and public communications, the Visitor Services Program educates visitors about the history, art, architecture, and function of the Capitol building. Tens of thousands of students, citizens, and tourists visit the Capitol each year, and the Visitor Services Program provides an indispensable service by sharing knowledge of and passion for the building.

The Visitor Services Internship offers an opportunity for students to develop expertise in public speaking and interpersonal communications, while honing their knowledge of government, history, art, and architecture. Interns participate in leading school tours, developing educational programs and practicing nonpartisan public engagement while gaining firsthand experience of Capitol functions throughout the year.

### **Knowledge, skills, and abilities required of the Visitor Services intern:**

- Willing to learn and/or apply public speaking skills and concepts
- Eager to learn detailed information regarding government processes, State history, Capitol history, and Capitol artworks
- Comfortable working with diverse audiences, including persons from other nations, of various ages, and with a variety of educational backgrounds
- Interested in teaching children about State government
- Able to interact with people in a manner which shows sensitivity, tact, and professionalism
- Organized, flexible problem solver
- Strong communication skills
- Ability to work in a team environment
- Able to conduct an hour long walking tour

### **The intern will work under the direction of the Executive Director and the Visitor Services Manager in the following areas:**

- Give detailed and engaging Capitol tours to student visitors
- Learn and share information on government processes, history, and art
- Attend trainings on public speaking and tour themes

- Respond to internal and external requests for information and assistance, including requests related to historical subjects, addresses, locations, directions, special service requests, reservations, and events at the Capitol
- Assist with scheduling tours and events by phone and email, as necessary
- Conduct a research analysis of education, communication, and constituent resources provided by other state capitols
- Assist with keeping materials and exhibits up-to-date to support educators in grades four to eight in using the State Capitol Building as the focus of an exciting, meaningful, and educational experience
- Other tasks as assigned

Hours are negotiable between 10–20 hours per week. Morning availability is preferred. This internship has a \$10/hour stipend and can earn school credit if desired. To apply, please submit a cover letter and resume to Jenny Ostraff, [jostraff@utah.gov](mailto:jostraff@utah.gov) by August 25.