

Visitor Experience Intern Job Description

The Visitor Experience Intern works alongside the Associate Director of Recruitment and Visitor Experience to further initiatives pertaining to visitor services at CalArts. The position requires flexible availability, preferably from 10:00am - 4:00pm, Monday - Thursday. The position will include day-to-day tasks such as assisting tour guides, memorizing a one-hour tour script detailing CalArts programs and facilities, leading in-person tours of the campus as needed, answering questions about application requirements, and communicating what is exciting and special about the CalArts creative community to campus visitors. This position will also involve supporting strategic planning with regard to expanding CalArts' visitor experience program. The position may oversee the tour check-in process and assist with information sessions as needed.

Position requirements include:

- Ability to be articulate, friendly, punctual, and reliable with prospective students/families;
- Memorization of detailed information about the institute and ability to relay it to the public accurately;
- Prior tour, customer service, or office experience preferred;
- Strict adherence to confidentiality.

Pay is \$18 per hour.