

## **INTERN JOB DESCRIPTION**

**Summer 2023**

Exclusive Tours & Dialogic Interpretation Intern

**Department:** Exclusive Tours

**Intern Direct Supervisor:** Exclusive Tours Coordinator

**2023 Project Overview and Goal:** Including an intern on the Exclusive Tours Team during the 2023 Summer season will grow potential revenue for the Center by increasing the Exclusive Tours team's booking and programming capacities. The intern will be responsible for learning and creating custom, deeply engaging visitor experiences with Dialogic Interpretation Methodologies in the Cody Firearms Museum, the Buffalo Bill Museum, the Draper Natural History Museum, the Whitney Western Art Museum, and/or the Plains Indian Museum. In return, this internship will provide experience to an emerging museum professional currently pursuing a career in the museum or public history fields by combining traditional museum education concepts and collection care training with revolutionary Dialogic Interpretation strategies.

**Benefits from Exclusive Tours/Dialogic Interpretation Internship:** 1. Undergo training to gain a working knowledge of Dialogic Interpretation and its application in museum programming, 2. Create a documented revenue-generating educational program to include in their professional portfolio, 3. Establish a diverse professional experience and network to draw on for future career

### **Specific Duties /Responsibilities:**

- Receive training in Dialogic Interpretation methodology and its application for museum programming and operations.
- Assist in the development, booking, and tracking of Exclusive Tour programs inside the Buffalo Bill Center of the West's gallery and collection spaces.
- Research, evaluate, create, and lead original programming content that fills voids in existing Exclusive Tours programming.
- Communicate with visitors and program participants to sell experiences, customize tours, and align visitor and museum goals.
- Assist in frontline guest services duties: taking/processing payments in ATMs+ and answering visitor questions about the museum and region.
- Conduct collections research and produce original content to use in public interpretation of the American West for small groups and/or individuals.
- Handle select museum artifacts according to institutional collection care policies and safety guidelines.

### **Qualifications:**

- Open to advanced undergraduate or graduate-level students and/or recent graduates in museum studies, history, communications, or related field.
- Strong interest in the cultural and/or natural history of the American West (i.e. Firearms History, Yellowstone Ecosystem, Western Art, etc.).
- Excellent interpersonal, communication, and time management skills with an ability to adapt and/or problem-solve •Ability to work independently and as part of a team.
- Exceptional ability to constructively adapt/respond to different types of characters.
- Must be able to stand for long periods of time and lift at least 30 pounds.