

**INTERN JOB DESCRIPTION
Summer 2025**

Exclusive Tours & Dialogic Interpretation Intern

Date: January 16, 2025

Title: Exclusive Tours & Dialogic Interpretation Intern

Department: Exclusive Tours, Revenue

Position Reports To: Exclusive Tours Coordinator

Status: Non-Exempt / Seasonal

Summary: This position assists the Exclusive Tours Team in designing, promoting, and implementing custom educational programs within the Buffalo Bill Center of the West's various museums and external properties. The Exclusive Tours Program combines traditional museum education methods with revolutionary Dialogic Interpretation techniques and a dedicated hands-on artifact collection to create engaging and participatory museum experiences for visitors of diverse ages and group sizes. 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 methodologies and revenue-generating strategies.

Job Duties:

- 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 Point of Sales (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.

Competencies:

- People-oriented individual with excellent interpersonal, communication, and writing skills.
- Willingness to increase knowledge and understanding of unfamiliar topics.
- Strong organizational and time management skills with an ability to adapt and/or problem-solve.
- Exceptional ability to constructively adapt/respond to different types of characters.
- Self-motivated with the ability to work independently and as part of a team.
- Skilled in practicing discretion and handling confidential information.
- Ability to stand for long periods of time and lift at least 30 pounds.

Supervisory Responsibilities:

- None

Required Education and Experience:

- High school diploma or GED required, undergraduate or graduate experience preferred.
- Education/experience in history, public history, tourism administration, museum studies, or related fields preferred.
- Education/knowledge in the cultural and/or natural history of the American West preferred.
- Technological literacy with point-of-sale equipment, multimedia tools, and communication devices.

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

- Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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POSITION ANALYSIS/SPECIFICATIONS

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting			X	
Standing				X
Walking				X
Bending Over		X		
Crawling		X		
Reaching			X	
Crouching		X		
Kneeling		X		
Balancing		X		
Pushing/Pulling		X		
Lifting/Carrying				
10lbs or less				X
11lbs to 25lbs			X	
26lbs to 50lbs		X		
51lbs to 70lbs	X			
Manual Dexterity				X
Fine Motor Skills				X
Gross Motor Skills				X
Eye/Hand Coord.				X
Near Vision			X	
Far Vision			X	
Color Recognition			X	
Hearing				X

ENVIRONMENTAL FACTORS

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside	X		
Working Inside	X		
Working Alone	X		
Working Closely with Others	X		
Excessive Cold/Heat			X
Excessive Humidity/Dampness			X
Noise/Vibrations			X
Working with Chemicals/Detergents/Cleaners		X	
Working Around Fumes/Smoke/Gas		X	
Walking on Uneven Surfaces	X		
Motorized Equipment or Vehicles		X	
Working with Machinery/Motorized Equipment		X	
Climbing on Scaffolds or ladders		X	