

## ITC Internships

Interns will work a total of 150 hours per semester, and the majority of positions are unpaid. Paid internship positions are highly competitive and only a limited number are offered each semester. Competitive candidates will show excellent writing and analytical skills, the ability to work independently and in teams, and the ability to handle multiple priorities and meet deadlines. Paid internships earn \$10 an hour for a maximum of 150 hours.

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### Visitor Services Intern

**Accepting applications from June 20 to 11:59 PM, Sunday, August 14**

The Visitor Services department seeks an outgoing and enthusiastic Visitor Services Assistant. Applicants should be interested in gaining experience in working in a department office of a cultural institution, with a particular focus on tours, field trips and administrative organization. Strong candidates are passionate about the experience of the public in a cultural museum setting

Responsibilities include compiling school and adult group visit information, assisting with confirming booking requests, working with volunteers, performing basic word processing and computer functions, data entry, and other administrative duties as assigned.

#### Minimum Requirements

- Interest in service operations management, museum studies, and/or hospitality and tourism
- Ability to meet deadlines and manage multiple tasks
- Familiarity with basic computer operations (word processing, etc.)
- Ability to maintain a cordial and helpful attitude when interacting with members of the public and cooperating with staff and volunteers

#### Preferred Qualifications

- Some experience with data entry and scheduling duties
- Demonstrated experience interfacing with the public

Work modalities are flexible, but students should be able to work on-site at the ITC at least one day per week.

Interested candidates should submit the following via email to [itcinternships@utsa.edu](mailto:itcinternships@utsa.edu):

- Recent résumé
- Letter of intent
- 2 writing samples (2-5 pgs each)

Please attach the above documents as a single PDF with the file name formatted [lastname-firstname-internfall2022].

Include “**Visitor Services Intern**” in the subject line.

For any inquiries, email us at [itcinternships@utsa.edu](mailto:itcinternships@utsa.edu).