**Paid Internship Position**

**Tourism Liaison**

**(Commission Based Internship)**

**USS Hornet Museum**

Duties:

This position is the USS Hornet’s representative to tourism, visitors from the San Francisco area. The San Francisco Bay Area is the second largest tourist destination in the US. We need to have strong relationships with the tourism industry in the city. This position will be pivotal in increasing visitors, membership and revenue to the museum. The position will entail the following:

1. Meet with Hotel concierges across the area including San Francisco, Marin and Peninsula. Promote the new Water Shuttle service.
2. Meet with tourism officials and tour services.
3. Attend tourism industry events and mixers and represent the USS Hornet
4. Staff the Pier in San Francisco’s Embarcadero where the Water Shuttle will dock. Set up sign and brochures. Set regular hours and times. (See below)
5. Speak with tourists, answer questions and engage the public.
6. In coordination with staff on the Hornet speak to tourism websites.
7. Wear USS Hornet shirt, jacket and other gear to represent the museum.
8. Restock our materials in hotels across the area.
9. Attend conventions when appropriate

This position will answer to the Chief Development Officer and will be part of the Marketing Department.

Requirements:

1. Knowledgeable about the USS Hornet Museum
2. Strong communication skills, ability to communicate under pressure.
3. Multilingual if possible
4. Punctual
5. Good networking and record keeping skills.
6. Good phone skills and Customer relations skills

Hours and Times:

The position requires working Saturday and Sunday. There is some flexibility. The tentative hours of work are 9:30am-5pm. The position will involve being at the dock at least 30 minutes prior to each departure and interfacing with hotels, tourism in the used hours.

Compensation:

This is a commission based position

This position is based on filling 40 person shuttles three times a day leaving San Francisco for the USS Hornet Museum in Alameda, CA. This is an 18 minute shuttle ride.

Commission per boat comes into effect when a minimum of 20 guests are on each shuttle. It’s a 10% commission on each paying passenger.

The Museum will reimburse a Clipper Card for this position for museum use.

Schedule

The shuttle will leave Pier 15 in San Francisco’s Embarcadero for an 18 min trip to the dock directly adjacent to the USS Hornet. Starting October 7th, 2016