



MPRA Job Post Form

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Rate of Pay: \$13-\$14/hour

APPLY ONLINE AT: www.gatewayarch.com/employment

Operations Intern, Gateway Arch (\$13-\$14/hour)

Mission

The Gateway Arch is offering an exciting opportunity for a guest-focused, friendly, and accountable individual to assist us as our Operations Intern. The Operations Intern is responsible for supporting the operational efforts of the Gateway Arch ticketing, events and special projects. Please see the following information for position expectations, skills and requirements.

Essential Outcomes

- Assist with the organization and implementation of various activities and special events in and around the Gateway Arch.
- Assist in the development, communication, and implementation of training materials and programs for front-line staff.
- Provide service support for the Gateway Arch operations staff.
- Plan, coordinate, and perform general office functions such as telephone support, sending and receiving of event paperwork, handling mail, and maintaining files and records.
- Tasks may include updating operating procedures, transporting equipment, and monitoring levels of inventory.
- Assist in special projects as needed.

Knowledge, Skills, & Abilities

- Strong organizational skills
- Must be adaptable and versatile
- Exceptional guest-service skills
- Excellent verbal and written communication skills
- Demonstrated initiative
- Strong PC skills
- Flexible days Monday through Friday; Must be able to work some evenings and weekends

Education

Degree: Enrolled in a Bachelor's (junior or senior level) or Master's program

Field: Hospitality, Tourism, Recreation, Business Management or related

Experience

Years: Minimum of 2 years in Customer Service

Field:

Work is performed in various locations around the Gateway Arch Campus.

Position remains open until filled. Bi-State Development is an equal opportunity/ access / affirmative action/ pro-disabled and veteran employer. Bi-State Development is committed to providing an Equal Employment Opportunity experience for all employees, applicants, vendors and customers with an environment free of discrimination, harassment, and retaliation.