

CULTURAL CONCIERGE PROGRAM INTERN

Organization Overview

The Cultural Council of Palm Beach County is a private, non-profit, membership-based organization. As the official agency for cultural destination marketing in The Palm Beaches, the Council leads the way in nurturing, promoting and celebrating the artistic and cultural community in Florida's Cultural Capital®. In this leadership role, the Council administers a portion of local tourist development funds under contract with Palm Beach County government. Additionally the Council has exciting special events and programs including artist and musician services, arts education and grant programs. [Click to learn more.](#)

Cultural Concierge Internship Program Overview

This paid, part-time internship is designed to give currently enrolled university students or recent graduates of a tourism/hospitality or fine/performing arts program the opportunity to gain real-world experience with an emphasis on cultural tourism and arts articulation. The ideal candidate will have superior communication and customer service skills, a flexible schedule and ability to work as a team member. Assignments are occasionally fast-paced and may involve prioritizing, multi-tasking and meeting deadlines. Excellent customer service and work quality is expected. Reliable transportation required.

Work period: Three months (option for extension at completion of work period)

Schedule: 2-3 days per week, 8:30 a.m. to 5 p.m.

Location: 601 Lake Ave., Lake Worth, FL (no relocation)

Compensation: \$8.25/hr., not to exceed 29 hrs. weekly

Skills:

- Strong customer service skills and phone etiquette
- Excellent listening, research, writing and communication practices
- Well-organized and attentive to details and timelines
- Proficiency in Microsoft Office Suite, including Word, Excel and Powerpoint
- Familiarity with the tourism industry, including destination/group sales
- Knowledge of fine and performing arts venues in Palm Beach County preferred

Responsibilities:

- Customer service; greet visitors; monitor online calendars
- Data entry, including calendar listings and lead tracking
- Trade show/event support; transporting/receiving print materials
- Maintaining collateral and sharing information with the general public
- Answering phones; directing guests/callers appropriately
- Other duties as assigned

Please submit to blutesdeal@palmbeachculture.com:

- Resume and cover letter
- Writing sample