

TOUR OPERATIONS ASSOCIATE (PART TIME)

This is a part time position located in the Tour Operations Department having variable/flexible working hours to include weekends, holidays, evening, and overtime as required.

RESPONSIBILITIES:

- Works under the supervision of the Tour Operations Manager
- Provide a quality tour to guest at Paisley Park in various positions through verbal spiels.
- Greet guests as well as answer questions and direct to proper location.
- Assist with inspection of work area/equipment and provide a daily report of repairs and concerns to supervisors.
- Assist with SRT and VIP tours as assigned.
- Assist guest in all types of situations including emergency situations.
- Administer First Aid when required.
- Research information as required.
- Assist in other duties as necessary.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Ability to cope with extremely heavy workload.
- Excellent communication and interpersonal skills are essential.
- Capability to perceive and deal with sensitive issues and maintain confidentiality.
- Ability to interact successfully with a wide range of people.
- Ability to work under the pressure of deadlines and competing needs.
- Ability to be flexible and adaptable to all types of situations.

PHYSICAL REQUIREMENTS: Ability to stand and walk for extended periods of time; ability to lift boxes weighing up to 25lbs;ability to stoop and reach; ability to climb stairs; good clear speaking voice is essential.

SPECIAL CONDITIONS: No smoking or eating in work area; uniform is required; must adhere to a pescatarian environment.

CONDITIONS OF EMPLOYMENT: Work flexible hours and overtime as required; ability to work in all types of weather conditions.

APPLICATION PROCESS: Email your completed application to jobs@officialpaisleypark.com or fax to (901) 344-3232.