



3075 Vintage Blvd, Suite 200, Juneau, Alaska 99801 (907) 790-4990; Fax (907) 790-4999

Title: *Seadrome Marina Intern*

Department: Cultural Preservation Inc. **Hours of Work:** Tues thru Saturday
40 hours/week

Category: Internship **FLSA Status:** Non-Exempt

Salary/Grade Level: DOE **Date Approved:** 02/2016

Reports to (Supervises/Liaison): Seadrome Manager

INTERNSHIP SUMMARY

This internship will be based at the Seadrome Marina, 76 Egan Drive Juneau, Alaska. It is an opportunity offered to Goldbelt shareholders and descendants. The internship will provide the selected candidate with an opportunity to explore the field of the tourism industry, specifically the workings and management of the small cruise ship and private yacht market.

Position will support the Seadrome Manager including daily moorings, registration of vessels, payment of fees, sales of tramway tickets, scheduling of private vessels, monitoring harbor activity, adjunct services, and other duties as assigned. The successful candidate will gain a broad base of exposure in servicing the small cruise market, the tourism industry in Juneau, fostering relationships with maritime services, and managing schedules of transient boats at the marina.

NECESSARY SKILLS AND KNOWLEDGE

- Excellent computer skills with a working knowledge of Windows, standard computer architecture, and Microsoft Office;
- Good communication skills, both written and oral;
- Ability to provide outstanding customer service;
- Demonstrated ability to manage multiple priorities and deadlines;
- Flexibility and motivation to work independently and within a team;
- Positive attitude and willingness to learn; and
- Should have outstanding problem solving skills.

MINIMUM QUALIFICATIONS (education, experience, skills)

- Eligible for participation in Goldbelt's Career Development Program;
- Working towards an Associate's, Bachelor's, or graduate degree;
- Must be available to work a flexible schedule based on arrivals and departures of vessels for a minimum of 12 weeks.