



VOLUNTEER OPPORTUNITY

Position Open: Monday, September 19, 2005, until sufficient applications received.
Position Title: MESA ARTS CENTER TOUR GUIDE AMBASSADOR
Department/Division: Arts and Cultural - Mesa Arts Center
Report to: Tour Guide Ambassador Captain
Time Commitment: Tour Guides will work approximately one four-hour shift per week. During some events, the Tour Guide Captains will be expected to work longer hours. Two volunteers per tour are preferred. The volunteers will rotate duties, one leading and one at the rear. Volunteers will have at least a 15-minute break between tours.

Position Description: To provide the community with details information about the Mesa Arts Center by providing guided tours of the campus, including the theaters, studios, and contemporary art gallery.

Qualifications: Tour Guide Ambassador must be articulate, assertive, and have extensive knowledge of the Arts Center. Tour Guide must have experience in managing large groups of people. They must be energetic, flexible, good public speakers, with excellent diction and have lots of stamina. Tour Guides should have good problem-solving skills and strong customer service background. They must enjoy working with the public, and be able to walk and stand for several hours a time. A previous connection with the Mesa Arts Center in the past is preferred.

Duties: Leads tours of 30 people throughout the Mesa Arts Center; greet and direct the public; answer questions; rotate as Tour Guide, one leading and one at the rear; and rotate as greeter and troubleshooter.

Special Requirements: All interviewed candidates will need to pass a paneled audition, where voice, speech, and ability to provide information will be acted out. All Ambassadors will receive extensive training on providing tours, talking points, manning booths, hosting classrooms, and providing demos.

Application and Selection Process: Human Resources reserves the right to close this position without prior notification. Please complete the Volunteer Application available at Human Resources, or you may download one from our website listed below. Applications will be reviewed and individuals may be selected for an interview. If you are invited to a testing process and might require reasonable accommodation to participate, please advise Human Resources at the time you are contacted.

APPLY: CITY OF MESA HUMAN RESOURCES
20 E. MAIN STREET, SUITE 130
MESA, ARIZONA 85201

MAIL APPLICATIONS TO:
HUMAN RESOURCES
P. O. BOX 1466
MESA, AZ 85211-1466

Website: <http://www.mesaaz.gov/jobs>
OFFICE (480) 644-2365

JOB HOTLINE (480) 644-2759
OR 1-800-662-5053 Toll Free

**The City of Mesa respects, values,
and welcomes diversity in our workforce.
To this end, we encourage all interested people to apply.**