



Position Title: Guest Services Ambassador
Department: Operations
Location: Spring Green, WI
Category: Volunteer

Taliesin Preservation, Inc. (TPI) is a Wisconsin 501(c)(3) founded in 1990. As stewards, TPI's dual mission is to preserve the cultural, built and natural environments that comprise the Taliesin property in Spring Green, Wisconsin, and to conduct public educational and cultural programming that provides a greater understanding of Frank Lloyd Wright's architecture and ideas. To learn more about our work, please visit www.taliesinpreservation.org.

Volunteer Position Summary:

As a Guest Services Ambassador you will be a part of a team that serves as the first point of contact for visitors from around the world as they enter the Frank Lloyd Wright Visitor Center.

Tasks May Include:

- Greet guests and assist them to locate specific services in the Visitor Center;
- Assist with the coordination of arriving and departing tour guests;
- Provide information about tours, events and programs, the Riverview Terrace Café, Taliesin, the Driftless region, and other area attractions;
- Provide information about Taliesin Preservation and its mission;
- Keep brochure rack stocked and tidy;
- Water plants;
- Tidy the public areas of the Visitor Center;
- Other general assistance.

Time Commitment:

- Volunteers will be asked to complete a one hour training session
- The Visitor Center is open for tours seasonally from April 1st to October 31st
- Hours of operation are 9:00 am to 6:00 pm
- Volunteers will work an agreed upon schedule within the Visitor Services operating hours

Preferred Qualifications:

- Experience working in a customer service oriented role;
- Interest in working with people;
- Ability to take direction and work with minimal supervision;
- Excellent interpersonal and communication skills;