

Data Collection Associate Job Description



Category: Part time

Position Type: \$14/hour

Schedule: 10 hours/week May through October

Position Description:

Reporting to the Director of Education & Partnerships, the Data Collection Associate will be responsible for administering visitor surveys/interception interviews and gathering journey map information. Data collection will focus on visitation characteristics and inspiration, visitor knowledge, perceptions, attitudes, and behavior, and demographics. The attendant will ensure that all visitor interactions are delivered in a friendly and professional manner and that responses are recorded appropriately.

Qualifications:

The ideal candidate will bring energy, enthusiasm and professionalism to this position. The ability to follow a planned approach to data collection such as by visitor arrival patterns, property location, and demographic are a must. The Data Collection Associate must maintain attention to detail and be flexible in modifying intercept interview plans when needed to meet weekly goals. Strong communication and computer skills are required. Familiarity with visitor research, survey development and execution, and/or data collection is helpful, but training will be provided.

Essential Duties and Responsibilities include but are not limited to:

- Developing an interview process outlining an approach methodology that eliminates personal bias, in coordination with the Director of Education & Partnerships
- Creating a standard introduction to use when intercepting visitors, including a) who you are, b) what you are doing, c) your purpose, d) how long the interview will take and e) asking permission to administer the interview
- Conducting data collection both indoors and outdoors via visitor surveys/intercept interviews
- Creating a means for data compilation and compiling data either on a regular basis or at the end of the study
- Positively representing Castle in the Clouds as a brand ambassador

To Apply: Please submit cover letter and resume to Debbi Finkelstein at dfinkelstein@castleinthecLOUDS.org.

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