



**GREATER BOSTON
CONVENTION & VISITORS BUREAU**

JOB DESCRIPTION

MARKETING, MEMBERSHIP and ADMINISTRATION DEPARTMENT

Title of Position:	Marketing Intern
Reporting Relationship:	Visitor Marketing Director, Senior Web Marketing Manager
Job Objective:	Support marketing efforts by becoming a member of the leisure marketing team. Through the workings of the Convention Bureau, become acquainted with the hospitality industry.
Status:	Part-time, flexible, minimum 12 hours per week. \$25/day compensation. College credit possible. Hiring for spring semester and/or summer.
Job Responsibilities:	<p>Update and monitor BostonUSA.com web calendar using CRM software.</p> <p>Assist with special projects that include research, website maintenance, quality assurance and graphics/production.</p> <p>Collaborate with social team on coordination of social media communications.</p> <p>Assist with planning of monthly networking events, open houses. Attend these events to help with registration desk and network.</p> <p>Become acquainted with various members of the GBCVB via open houses, member presentations, phone and in-person contact.</p> <p>Communicate with GBCVB members via phone, email and in-person to collect information for website.</p> <p>Other similar duties as requested by supervisors.</p>
Qualifications:	<p>At least 1 complete year of college education. (Preferred majors: hospitality, marketing, communications, business, advertising)</p> <p>Proficient in Microsoft Office, familiarity with Excel.</p> <p>Knowledge of Boston and surrounding areas beneficial.</p> <p>Familiarity with Photoshop and InDesign beneficial but not required.</p>

For more information or to apply for this position, please contact:
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