

# Experience **BRYAN COLLEGE STATION**

**Job Title:** Servicing & Events Fall Intern  
**Department:** Servicing & Events  
**Reports To:** Destination Servicing Executive  
**Pay:** Credit Hours, Volunteer

## **Description:**

The mission of the Experience Bryan College Station is to enhance economic and social growth in Bryan College Station by marketing, promoting, developing and coordinating tourism, conventions, sports, meetings, conferences, visitations and hospitality opportunities in the area.

## **Summary:**

Experience BCS is looking for motivated, creative interns that are self-starters. This internship is designed to provide students and recent graduates with invaluable experience within through assisting with special projects directly related to destination marketing. The internship will deliver a working knowledge of the tourism industry and valuable professional experience. The fall internship with Experience BCS will focus on Meeting Planners Showcase, a client centered event held in November. Meeting Planners Showcase will provide great event planning experience, day of event execution and post event follow up.

## **Qualifications:**

Students enrolled in a bachelor's degree or graduate degree program and interested recent graduates are welcome to apply. Desire to organize & manage special events and projects; Ability to see projects through to completion; Excellent organizational skills; Strong work ethic; Experience with Microsoft Office; Ability to work independently with minimal supervision.

## **Hours:**

Part-Time or Full-Time; Flexible shifts between Monday-Friday, 8am-5pm. Occasional evening or weekend hours may be required based on events.

## **Typical Duties & Responsibilities:**

- Support servicing of groups through registration assistance, visitor bags, etc.
- Providing customer service and local information to visitors
- Assist with the planning, preparation, and participation of Experience BCS events with the main focus on Meeting Planners Showcase
- Assist the conventions sales & servicing team in planning client site visits for football game weekends
- Interacting with the representatives of City of Bryan and City of College Station
- Opportunities to attend Chamber events with Experience BCS staff
- Other duties administrative duties associated with servicing groups

\* NOTE: This job description is not intended to be all-inclusive. Intern may perform other related duties as negotiated to meet the ongoing needs of Experience BCS.

## **Forward Letter of Interest, Resume, & Availability to:**

Sydney Murrell  
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