



**Job Title:** Conventions Intern  
**Reports To:** Conventions Sr. Sales Manager  
**Pay:** Unpaid/Experience

**Description:**

The mission of Experience Bryan College Station is to enhance economic and social growth in our community by marketing, promoting, developing and coordinating tourism, conventions, meetings, conferences, sports, visitations and hospitality opportunities in the area. We are primarily responsible for soliciting clients to host their meeting related events in BCS.

**Summary:**

Experience BCS is looking for motivated, creative interns that are self-starters. This internship is designed to provide students with invaluable experience 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. You will also have the opportunity to assist in the planning experience, day of event execution and post event follow up of a few internal events. Intern will have the opportunity to join in sales call, client events, etc. in BCS and other cities in Texas.

**Qualifications:**

Students enrolled in a bachelor's degree or graduate degree program and interested recent graduates are welcome to apply. Desire to provide excellent customer service; Desire to organize and manage special projects; Ability to see projects through to completion; Excellent organizational skills; Strong work ethic; Experience with Microsoft Office, Microsoft Excel, Photo/Video Editing Software; Skilled in Photography; 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 available based on events.

**Typical Duties & Responsibilities:**

- Support servicing of groups through registration assistance, gift baskets preparation, visitor bags, etc.
- Assist with the planning, preparation, and participation of Experience BCS Events, with the main focus being on Client Events and Site Visits
- Create marketing material
- Become knowledgeable about our destination in an effort to help promote B/CS
- Provide customer service and local information to visitors
- Other administrative duties associated with groups
- Create information packets and promo item goodie bags for sales calls
- Track promotional inventory
- Visit local attractions and maintain digital library of places

**\* 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 Cover Letter, Resume, & Availability (including start and end date) to:**

Jo Beth Wolfe  
Experience Bryan College Station  
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Telephone: 979.260.9898 / E-mail: [JoBeth@ExperienceBCS.com](mailto:JoBeth@ExperienceBCS.com)