

## SoIN Tourism

### Position Description

**Position:** Event Team

**Employment Status:** Non-Exempt/part-time/hourly

**Reports to:** Visitor Services Coordinator

*Support the organization's role of destination marketing by providing compelling, helpful travel information to visitors and residents. Events team members help SoIN tourism achieve its marketing objectives in promoting the destination as a desirable place to visit and live.*

We are looking for enthusiastic and motivated individuals to join us as an Event Staff. You should be able help us educate and spread information about happenings from events to local partners. You will be reporting and coordinating your activities with the Visitor Services Coordinator.

Responsibilities:

- Setting up at venues
- Using the SoIN Tourism software to obtain leads
- Transportation of the Mobile Vehicle Center to and from events

Desired Skills

- Excellent customer service and communication skills
- Ability to engage with people
- Knowledge of the area (or willingness to learn)
- Willingness to answer questions and provide recommendations to event attendees.

*The above is intended to describe the general content for the performance of this position. It is not to be considered as an exhaustive statement of responsibilities and duties.*

**Performance expectations:**

- Attending events in and outside Southern Indiana
- Getting contact information including some comfort with technology
- Checking to make sure you have inventory
- Setting up for event
- Breaking down event
- Returning Mobile Vehicle Center
- Driving Mobile Vehicle Center
- Logging Mobile Vehicle Center Mileage
- Attending any meeting or training involved with Event Team work

**Desired Skills and experience:**

- Weekend availability mainly with occasional weekday opportunities
- Clean driving record
- Ability to lift inventory and stand for some periods of time
- Knowledge of Southern Indiana
- Presentable appearance
- Clear and articulate
- Outgoing and enjoys talking to new people

**Physical Abilities:** This position will require lifting and moving objects that may weigh up to 50 pounds. Your assistance may be needed for the set-up of exhibit booths that will require physical labor

**Compensation:** *This is an hourly, part-time position seasonal position that is staffed as needed.*