



Fort Worth Convention & Visitors Bureau The Fort Worth Herd Internship Program 2017-18

Position Overview: The Fort Worth Convention & Visitors Bureau (FWCVB) Fort Worth Herd Internship Program provides an exceptional opportunity for participants to gain understanding and experience in the many areas that are involved in planning, executing and promoting events in Fort Worth.

Interns work closely with The Trail Boss and Herd Coordinator to promote tourism through The Herd by social media, assist in the preparation of special events including our daily education program, curriculum and public relations aspect of The Herd program, and fundraising campaigns. Also, an insight of finance and administration will be shared.

Join this creative dynamic team where our Internship Program offers student the unique opportunity to develop and enhance their skills and build their personal career portfolio with the Convention & Visitors Bureau (CVB) located in the **Historic Stockyards of Fort Worth**.

The work conditions include occasional irregular work hours; subject to many interruptions, varying routine and unpredictable situations while working on multiple projects and priorities. There are also required reading, writing and math skills to be performed. Position will require flexible hours.

Intern Program Benefits:

- A Complete understanding of The Herd and how it relates to the components of tourism, marketing, communication, sales and economic impact.
- Enhanced skills with project-management, time-management, and relationship building skills.
- An increased knowledge of database management, social media and how to best utilize for all communications.
- Expanded opportunities for hands on project management
- Develop networking opportunities with excellent professional references with local contacts.

Required Skills:

- Must be at least 18 years old.
- Strong interpersonal communication skills (verbal and written)
- Motivated with creativity and ability to contribute to ongoing, time-sensitive projects
- Ability to work in a multi-task environment, and to see projects/tasks through to completion
- Organizational skills
- Proficiency in Microsoft Word, Excel

Duration: Ongoing/Flexible hours

Unpaid position (Class credit may be received for this internship, check with your academic advisor)

To apply – please email cover letter, resume and application to:

Amy Weatherholtz – Herd Coordinator Email: theherd@fortworth.com

