

# **Visit Fort Worth Sales Department Internship**

## **Position Overview:**

This Internship provides an exceptional opportunity for participants to gain understanding and experience in the many areas that are involved in destination marketing and promoting what Visit Fort Worth does for our local community. This is a paid internship.

Course Credit may be available and must be arranged through an educational institution. Scheduling will be dependent on applicant's availability, with two to three days a week preferred institution. If college credit is not available, written documentation from the student intern's school stating that the internship is approved and/or sponsored by the school as educationally relevant is required.

**Duration:** Internship will begin May 2019 and conclude August 2019.

## **Description:**

This Internship will be under the supervision of the National Sales Manager Executive Business Meetings.

## **Duties and Responsibilities:**

- Work with and learn from sales managers during their normal day to see scope of work and interaction with clients. Duties will include but are not limited to: Assist sales team in organizing accounts in Simpleview CRM by account information (address, market segment, sales manager and status) is correct, review open traces and learn the sales process from start to finish.
- Assist in reviewing list of accounts in "Unqualified Status" and use MINT to find the correct status and make sure the account information is correct and there is a trace for the correct sales manager. Apply pending updates from MINT for accounts.
- Collaborate in the development and reconciliation of the Destination Competition Comparison chart to share with sales managers and hotel partners showing other cities' amount of rooms, convention center size, distance and cost from airport, and anything that could help give us an edge when selling against them. Learn Fort Worth's competing cities and see what we can do to better compete with these cities.
- Shadow sales managers in site visits and help organize itineraries. Learn how each sales manager describes Fort Worth differently and how we tailor site visits to each client and industry. Brainstorm creative ideas for WOW site inspections.
- Help organize fall blitz by identifying individuals on campus who may be involved in associations and groups that could potentially bring their meetings or conferences to Fort Worth.
- Attend local industry events to learn about the industry as a whole.

## **Qualifications:**

- 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
- Ability to work a minimum of 20hr per week during regular business hours (9am-5pm, Monday-Friday)