



Event Services Summer Internship Program FY2019

Position Overview: Visit Fort Worth promotes our city to domestic and international travel markets as a premier business and leisure destination while enriching Fort Worth's hospitality industry and impacting economic development for the City of Fort Worth. Working with the Convention Services department will offer a hands-on opportunity to develop and enhance skills and build a personal career portfolio.

Duties and Responsibilities:

- Work closely with the Services Department during normal day to see scope of work and interaction with clients. This will include shadowing managers on site visits, pre-convention meetings, and other parts of servicing upcoming conventions.
- Assist in planning, organizing and implementing local activities and events for internal initiatives and incoming meetings and convention clients
- Update existing services resources
- Research area events
- Identify and strengthen social media opportunities
- Shadow Convention Services Managers to gain a better understanding of the Convention & Events industry and gain increased organizational skills for event planning management such as Trade Shows, Conventions and Familiarization Tours for the Convention Industry
- Work with other departments at Visit Fort Worth to understand the components of Services, Marketing, Communications, Sales and Economic Impact
- Learn and work in the CRM
- Assist with special projects including upcoming industry events being held in Fort Worth – National Tour Association, Texas Society of Association Executives, and Destination Education events
- Attend local industry networking and educational events

Required Skills:

- 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
- Physical demands: sitting – constant, standing – occasional (sometimes for long periods), walking – occasional (sometimes for long periods), lifting/carrying – rare (up to 50 lbs), bending – occasional.
- Organizational skills
- Proficiency in Microsoft Word, Excel
- Ability to work a minimum of 20 hours per week during regular business hours (Monday-Friday, 9am-5pm)

Visit Fort Worth

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