

Visit Fort Worth Tourism Sales Internship

Position Overview:

This Internship provides an exceptional opportunity for students to gain an understanding with “hands on experience” involved in destination marketing and promoting what **Visit Fort Worth** does for our local community in the domestic and international client markets. This position will focus on planning, and creative development of Tourism/Travel Trade while learning the insight of all of our departments, including marketing, sales, convention services, sports marketing, CRM analytics, accounting and human resources.

Course Credit may be available and must be arranged through your educational institution or must provide a written documentation from your school stating this internship is approved and/or sponsored by school as educationally relevant. Scheduling will be dependent on applicant’s availability, with two to three days a week preferred and minimum of 10 hours.

Duration: Spring/Summer or Fall – minimum of 10 hours/week and based on applicant’s schedule availability.

Description:

This Internship will be under the supervision of **Tourism Sales Coordinator**.

Duties and Responsibilities

- Work closely with tourism staff to ensure continued communications with domestic & international clients and local partners to promote future and ongoing tourism programs to Fort Worth.
- Collaborate in the development of client travel itineraries and marketing materials
- Assist in planning and coordinating of FAM & Site visits for tour operators for domestic and international clients to showcase Fort Worth as a travel destination and participate when possible.
- Work with tourism staff in preparing for trade shows
- Assist in planning, organizing and participating in local activities for domestic and international clients.
- Attend local industry events to learn about the industry as a whole
- Duties to include but not limited to: research for travel trade industry, input and/or update client accounts and partners in Simpleview CRM.
- Attend staff meetings, client meetings

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 minimum of 10 hours per week during regular business hours (8:30 am-5:00 pm Monday-Friday).