



Convention Services Internship

Visit Knoxville (Knoxville Convention & Visitors Bureau), a private 501(c)(3) corporation, is a complete destination marketing, services and management company with contracts with both the City of Knoxville and Knox County, to promote Knoxville, Tennessee as a premier destination for large conventions, sporting events and leisure travel for increased economic activity in the region.

The Convention Services Department is looking for the perfect candidate(s) to come aboard our team to assist us within a variety of areas:

Essential Duties & Responsibilities

- Event Research & Development
- Assist with Familiarization (FAM) Tour development and execution
- Event Fulfillment
- Visitor Information Distribution
- Event Operational & Logistics Assistance
- Event Concept and Creativity Assistance
- Requesting bids for various event services (transportation, catering, etc.)
- Soliciting partners to participate in programs and events

Required Skill Sets

- Available to work a minimum of 2-3 days out of the week (20-30 hours)
- Must be flexible (possibility of weekend and/or evening event work)
- Willing to work in a team environment
- Communication Skills – Email & Telephone
- Organizational Skills
- Detail Oriented
- Ability to lift 30-40 lbs.
- Valid Driver's License
- Microsoft Office
- In an effort to safeguard the health of our employees and their families, our customers and visitors, and the community at large, Visit Knoxville requires all staff members to be COVID-19 vaccinated. Individuals seeking an exemption from this requirement for medical or religious reasons should complete a request for accommodation form and submit the form to the HR Dept.

The internship position is offered during the **Fall, Spring, and/or Summer** months and is open to students and non-students alike. Internship is unpaid, but stipend available if qualifications are met based on class credit and hours. ALL applicants must be available to work a minimum of two (2) or three (3) days out of the week, with the possibility of some evening and weekend work.

If you possess all the requirements listed above and are interested in working with our team, please send your **resume**, the **days**, and the **hours** of your availability to:

Christina Clayton Sullivan
Director of Convention Services
Visit Knoxville
301 S. Gay Street
Knoxville, TN 37902
865-342-9131
CClayton@Knoxville.org