Rockford Area Convention & Visitors Bureau
Seasonal Internship

At the Rockford Area Convention & Visitors Bureau (RACVB) our goal for interns is that they develop professionally from their experience. Interns will work directly with staff to creatively promote area attractions and businesses throughout the Rockford region to attract visitors and help to service local, regional and national events and tournaments hosted by various facilities in the region.

Interns of the RACVB can expect to receive hands-on, entry level, professional work experience, having the opportunity to build a professional portfolio. They will learn from a professionally trained team and will have the opportunity to establish and develop relationships with key vendors, destination partners and community leaders.

**Essential Functions** include the following:

- Assist with planning, preparation and implementation of special events and RACVB activation (sports marketing activations, mural festival, Summer at Davis Park, Stroll on State, etc.)
- Assist with multiple activations of various levels (opening ceremonies, concessions and event load in/out)
- Provide clerical support for Destination Development and Sales department
- Coordinate the assembly of VIP gifts and welcome information for clients, partners and vendors
- Interact and communicate with a variety of customers, partners and vendors
- Assist in creation of interactive activities for visitors during RACVB activations
- Identify, load and transport supplies needed for activations and special events
- Create inventory systems and organize event inventory for Stroll on State preparation
- Assist in conceptualizing and planning attractions for RACVB events, including Stroll on State
- Work cross-departmentally with other RACVB interns and staff as necessary to assist with operations efforts at various RACVB and/or community events
- Write content highlighting RACVB programs, including press releases, blogs and other projects as assigned across various GoRockford platforms
- Assist as necessary with clerical work (filing, handling inquiries, covering the reception desk, etc.)
- Other duties as assigned

**Basic Expectation, Skills and Abilities**

- Minimum of 18 years old
- Have reliable transportation
Strong time management skills
Excellent customer service
Strong administrative aptitude and organization skills
Competent with Microsoft Office; Work, Excel, PowerPoint, Outlook 365
Flexible working hours; must be able to work some nights and weekends
Attend meetings and orientations as necessary
Ability to work events held indoors and outdoors (rain or shine)
Ability to complete work assigned and meet all deadlines
Must be comfortable working independently
Routinely communicate with department staff and communicate any difficulties
Work hours as agreed and give advance notice of any necessary scheduling changes
Dress appropriately for a professional office environment
Willingness to work in a fast paced, team environment
Submit bi-weekly payroll forms
May work up to 30 hours per week with some nights/weekends when necessary
Those 21 years or older with a safe driving record will be needed to drive the RACVB vehicle
Office Work – Light Exertion up to 20lbs. force occasionally and/up to 10lbs frequently
During Events- Medium Exertion up to 60lbs force occasionally, and/or up to 30lbs frequently
Possess good manual dexterity

To apply:
Applications and resume, with cover letter, must be submitted and received at the Rockford Area Convention and Visitors Bureau office by April 5, 2021. Please email to ataylor@gorockford.com or mail to RACVB, Attn: Austin Taylor, 102 N. Main Street, Rockford, IL 61101.