



## Event Services Intern Job Description

<b>Title:</b>	Event Services Intern – Spring 2020
<b>Department:</b>	Sales & Event Services
<b>Reports to:</b>	Director of Events, Membership & Services
<b>Part Time Position:</b>	24-40 hours a week, flexible schedule Paid internship; will work with your class schedule

The **Valley Forge Tourism & Convention Board (VFTCB)** is seeking an enthusiastic individual who will represent the Valley Forge and Montgomery County area by promoting the area as a tourism the general public.

Support Sales, Tourism, Sports, Visitors Services and Membership Team administratively. Presents prospective members with membership benefit information to grow membership revenue and maintain contact with present members for the purpose of retention.

Support Event services prior, during and after events as well as **Traveling Kiosk/Mini Cooper** coverage; assists with schedule coordination and staffing management. This position will occasionally be in the field attending community events, sports tournaments, convention/trade shows and festivals with the Traveling Kiosk and/or Mini Cooper.

Additionally, this position provides support to visitor services at Valley Forge National Historical Park as needed. This position will also provide administrative support at the VFTCB King of Prussia Office and **the Visitor Center at Valley Forge National Historical Park (VFNHP)** on an as needed basis.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

- Contributes to the success of the Board's strategic plan and adheres to its core ideology.
- Responsible for assisting with administrative support for membership, sales support and retention.
- Supports members by assisting them with updating their web listings and photos
- Assist with Maintaining Annual Kiosk-Cooper Calendar and working Kiosk-Cooper Events
- Research, collaborate, and create a sports facilities guide
- Assist in the solicitation of new sales leads
- Assist Convention Services with special projects and potential other duties may be assigned
- Assist with Visitors Services involving potential weekend events

### Education

- Currently enrolled in an undergraduate or graduate degree seeking program such as Sport/Recreation Management, Tourism/Hospitality Management, Marketing, Communications, Journalism or Public Relations, having completed 15 credits within their major.
- Must be in good academic standing and maintain a GPA of 2.5 or higher.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Competencies and Skills:**

- Some base knowledge of Montgomery County is preferred
- Excellent interpersonal abilities
- Ability to work in a collaborative environment
- Attention to detail
- Creativity: Ability to market established entities in fresh and new ways
- Comfort with a fast-paced workplace
- Able and willing to travel
- Computer capability, experience with Microsoft Office Software.

**Benefits:**

- Fun & Supportive Work Atmosphere provided at both VFNHP and VFTCB.
- Attire is business casual. Both sites have smoke-free work spaces.
- Paid position at \$10.00/hour

**LANGUAGE SKILLS** Ability to read, analyze, and interpret general business periodicals, industry and trade journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**WORK ENVIRONMENT and PHYSICAL DEMANDS:** Must be able to meet the typical physical and emotional demands of a standard office environment. This may include occasional lifting of boxes weighing up to 40 lb.

**Application Process:** Email Resume: [karl@valleyforge.org](mailto:karl@valleyforge.org)

Lisa Karl, Vice President of Sales & Strategic Partnerships

Valley Forge Tourism and Convention Board: