

**2024 FALL INTERNSHIPS**

**CONVENTION SALES**

The primary focus of the internship is to perform data analytics and clean-up of the convention sales CRM, along with other data tools used by the department. Assist the market research manager, vice president of business development and the senior vice president of convention sales with special projects, surrounding data relating to convention sales, services and group marketing.

**EXTERNAL AFFAIRS & MEMBERSHIPS**

Great opportunity to gain valuable experience at one of the country’s leading destination marketing organizations. Our external affairs team believes that making New Orleans better for our residents makes it better for our visitors as well. You’ll have an opportunity to support our work in the community as well as the hundreds of small businesses that comprise our membership.  We are seeking a motivated individual that can take the work on multiple projects with direction from our team. During your internship you’ll work with our talented team to support membership relations, assist with planning and executing community and membership events, and help coordinate our advocacy to elected officials.  Additional responsibility will be to provide clerical and project support including industry research, computer data entry, membership leads, servicing member requests and updating and digitizing member records as directed by managers.

**FINANCE**

Assist with various accounting procedures including accounts payable, accounts receivable and invoicing.   Maintain database for records inventory, label, and file.  Reconcile various general ledger accounts.  Skills Preferred: Excel, Word & Excellent Organizational Skills.

Communication: Clear written and verbal communication.

Teamwork: Collaborative and adaptable.

Time Management: Can manage multiple tasks and meet deadlines.

Problem-Solving: Proactive in identifying and resolving issues.

Ethics: Maintains confidentiality and adheres to ethical standards.

Adaptability: Quick learner, open to new technologies.

Initiative: Takes on additional responsibilities willingly.

Professionalism: Maintains a professional demeanor and work ethic.

**INFORMATION TECHNOLOGY**

Individual will assist professional staff with providing computer hardware, software and technical support to various divisions. Under the direction of a network technician and vice president, the intern will be responsible for the following scope of work: Supporting PC hardware components, desktop operating system software, and application software (Office 365); Monitoring help desk support requests; Providing end user support in various levels of technical and non-technical staff; In addition, intern may assist in web page development, web content management, and special IS projects.

**MARKETING**

The primary role of this internship is to assist the social media team in content creation and reporting. The role would mostly focus on corporate channels, but there would be opportunities for crossover with leisure content. The ideal candidate would have some experience either working in or studying social media and/or digital marketing.

* Assist with live coverage (especially corporate)
* Work with existing templates in Canva to create our graphics-based posts (weekend picks, nightlife picks, staff anniversaries, birthdays, etc.)
* Drafting copy for corporate posts (especially for convention sales)
* Helping update SimpleView with social media mentions for members
* Reaching out to brands for images and sourcing UGC

**TOURISM SALES**

Seeking an intern studying hospitality and tourism management, communications, marketing, or other related field to assist with multiple Advertising, Marketing and Sales projects including, but not limited to creative writing, website editing, itinerary generation/ updating, familiarization tour planning, advertising, presentation creation and photo selections. Assist in providing clerical and project support for Tourism Department, including research, computer data entry, leads, itineraries, welcome packets, mailings of materials, servicing client requests and updating client files as directed by Sales Managers. International language skills a plus, but not required.

Hours are flexible Monday through Friday. Hourly Rate of Pay $15.00.

Free On-Site Secure Parking

**Interested individuals can email resumes to:**

E-mail: [hr@neworleans.com](mailto:hr@neworleans.com)

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