

**2021 SUMMER/FALL INTERNSHIPS**

**COMMUNICATIONS & PUBLIC RELATIONS**

Seeking communications major who is interested in a career in public relations for paid internships every semester.  Individual will gain valuable, real-world experience in a fast-paced department and will assist with, but not limited to, the following tasks: press release writing, media relations, press trip planning, convention marketing, daily news clip management, social media/website updates, data entry, research and administrative work.

**CONVENTION SALES**

Primary focus is to assist convention sales team by researching, updating and maintaining marketing tools, to include the bid book, power point templates, and legacy project database. Assist with convention marketing, including press release writing and distribution management, database cultivation and web-based programming for e-marketing templates.

**FINANCE**

Assist with various accounting procedures including accounts payable, accounts receivable, invoicing and reconciling general ledger accounts.  Organizing, storing, and filing documents will also be required. Skills Required: Excel, Word, Access & Excellent Organizational Skills.

**MARKETING**

Primary focus is to assist with efforts involved in marketing, advertising and social media, and web-based programming for [www.NewOrleans.com](http://www.NewOrleans.com), microsites, our consumer e-newsletter, and other e-marketing efforts. Assist marketing team by researching, updating and maintaining marketing resources, including our image library. The individual should have excellent organizational and writing skills and solid social media experience.

**PUBLIC AFFAIRS**

New Orleans & Company is looking for an intern to assist the Public Affairs department with day to day tasks, including but not limited to monitoring hospitality and tourism matters, assisting with planning and executing community events and provide support for our advocacy platform.

**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.

**EXTERNAL AFFAIRS**

This individual will gain valuable, real-world/office experience in the hospitality industry by assisting the team with, but not limited to, the following tasks: membership relations, membership virtual/hybrid events, onsite event assistance, industry research, and administrative work.  Assist in providing clerical and project support for External Affairs Department, including industry research, computer data entry, leads, packets, mailings of materials, servicing member requests and updating member records as directed by managers.

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

**Interested individuals can email resumes to:**

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