

**2022 SUMMER INTERNSHIPS**

**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.

**EXTERNAL AFFAIRS & MEMBERSHIPS**

Great opportunity to gain valuable experience at one of the country’s leading destination marketing organizations. 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, leads, packets, mailings of materials, servicing member requests and updating and digitizing member records as directed by managers.

**HUMAN RESOURCES**

Under the supervision of the Human Resources Department will assist with projects and activities involving recruitment and selection of employees, job descriptions, and various Human Resources reports. The Human Resources Intern will work closely with the Director of Administration and the HR Manager to provide HR support and other various project work in support of the entire New Orleans & Company organization.

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)