

**VISIT MASON CITY INC.
JOB DESCRIPTION**

Visit Mason City Internship

General Purpose:

Visit Mason City (VMC), a non-for-profit organization responsible for marketing and promoting Mason City as a multi-day tourism destination, is seeking a responsible, detail oriented, energetic person to serve as VMC's intern. The VMC Intern will perform a variety of administrative, technical and professional projects under the direction of the Executive Director of Visit Mason City Inc.; in partnership with the VMC staff, volunteers and tourism partners.

Supervision Received:

- Individual will work under the day-to-day supervision of the Executive Director and under the general direction of Visit Mason City staff members. In addition, this position will work intensively with VMC volunteers and tourism partners. This is a non-paid internship with a flexible work schedule.

Qualifications:

- Currently enrolled at a community college, private college or institution of higher learning.
- Able to complete an average of 20 hours a week; able to work a minimum of 2 consecutive months
- Compatible majors / minors for this internship include marketing, business, public relations and communications.
- Excellent oral and written communication skills.
- Ability to adapt to new situations easily.
- Detail-oriented with effective communication, both written and oral skills.
- Ability to work within and meet deadlines.
- Ability to work effectively with volunteers in a variety of settings.
- Ability to accurately gather, classify, and record information.
- Ability to compose correspondence or develop reports on routine matters without close direction or supervision.
- Thorough knowledge of modern office practices, procedures, and equipment.
- Proficient in Microsoft Word, Excel, PowerPoint, Publisher and the ability to learn other software programs.
- Ability to work with frequent interruptions in a fast-paced work atmosphere.

- Ability to work a few nights and weekends during predetermined times / dates, specifically during July 19-22, 2018 and August 4-10, 2018.
- Valid driver's license and access to own transportation for customer related deliveries.
- Ability to lift 40 lbs.
- Self-motivated, strong organizational skills and ability to prioritize efficiently and effectively.

Essential Duties and Responsibilities include the following:

- Assist with the pre-planning, planning, preparation, production and post -event items an international convention anticipated to be held in Mason City August 4-10, 2018. Help with all aspects of the Visitor Information Center including materials, fulfillment, brochure route, volunteers, etc.
- Organize information booth items, volunteers, training, communications, etc.
- Assist with community engagement activities and events.
- General office duties and procedures.
- Assist with marketing initiatives including placement of ads, print publications, social media, website maintenance, media releases, newsletter articles, flyers / brochures, etc.
- Assist the project leader in keeping all visitor service tools up to date including publications, website, kiosks, database, social media, videos, etc.
- Other duties as assigned.

Application Requirements:

- Submit cover letter, resume and reference sheet noting at least 5 references; 3 references must be employment / work-related references. All items submitted to:

Visit Mason City Internship Position
Attn: Lindsey James
2021 4th St. SW
Mason City, Iowa 50401

or

email: cvb@VisitMasonCityIowa.com

- Questions by email only to cvb@VisitMasonCityIowa.com; no phone calls please.