



**Internship Announcement
Henderson County NC Travel & Tourism Department
-Summer Internship Available-**

Job Title: Special Event & Festival Intern

Job Description:

This is a summer intern position promoting tourism in Henderson County through events and visitor assistance. Intern will work closely with Event/Information Specialist to help coordinate and run Garden Jubilee Festival, and the Henderson County Travel and Tourism Summer Concert Series. Intern will also perform office duties as assigned such as the following: assisting visitors, creating computer documents, stocking brochures and bulk mailing. Intern will work closely with staff, volunteers, and the public. Maintenance work including but not limited to cleaning restrooms, emptying trash cans, lifting, and carrying is required. All other duties as required.

By the end of the internship students will have the ability to efficiently plan, organize, and facilitate all aspects of a large festival and event.

Requirements:

Education: College student or recent college graduate with a major in Parks and Recreation, Travel & Tourism, Event Management, Business, or related field, with a GPA of 3.0 or greater.

Experience: Prefer event experience, and working with volunteers. Good judgment, problem solving skills, and excellent customer service to contribute to our progress. Minimal computer skills: Word, and Excel are ideal. Excellent communication, organization, leadership, and planning skills are required; as well as being highly energetic, enthusiastic, and motivated. Must be a team player and become a productive member of the Travel & Tourism team. Ability to lift 50 pounds and work in any outdoor weather conditions. Some knowledge of local area and region is helpful. College credit agreement is optional. **NOTE:** Intern must provide proof of health insurance.

Salary & Hours:

Duration: Approximately Mid-May to Mid-August

Schedule: Hours may vary, must be willing to work weekends, evenings, and holidays. 15-30 hours per week, depending on needs of the department.

Compensation: Minimum Wage, \$6.55 per hour

To Apply:

Please send resume, letter of interest, college internship requirements, copy of transcripts, copy of drivers license, and 3 reference letters to:

Henderson County Travel & Tourism

ATTN: Internship Coordinator

201 South Main Street

Hendersonville, NC 28792

OR email to: viewmnts@bellsouth.net. For questions, call (828) 693-9708 or

1-800-828-4244, ask for Larry Harmon or Olivia Ehrhardt.

**To learn more about Henderson County Travel & Tourism and our events, visit:
www.historichendersonville.org**

