



Internship Program

Visit Austin is a private, nonprofit 501 C-6 corporation contracted by the City of Austin to market the city as a convention and tourism destination. Under the terms of this contract, Visit Austin also houses the Film Commission, Music Office and Sports Commission.

General information and duration of internship

Visit Austin seeks interns for the following departments: Convention Sales, Marketing Communications/Tourism, Music Marketing, and Sports Commission. Internships are paid. In addition, interns receive a monthly stipend to pay for parking and transportation.

The program's general duration is one semester. Interns are required to work 15-20 hours per week within Visit Austin's office hours of 8 a.m. to 5 p.m., Monday to Friday. Flexible hours.

Intern Responsibilities

Interns make an important contribution to the operation of Visit Austin. Our interns are given hands on responsibilities and experience. Within your working units you serve as a member of a team and perform needed functions. Thus, acceptance of any internship position should be considered an earnest commitment.

Qualifications

- Applying students (sophomore level or higher) must be enrolled in a college or university.
- Must receive school credit for internship or be enrolled in classes related to one of our departments listed above.
- Proficiency in Microsoft Office Systems required. Some position request Adobe Suite skills.
- Should demonstrate exceptional interpersonal skills and maintain professional appearance.

Application deadlines and Start dates

- **Fall Semester:** Application deadline – August 1; Start date – week of Labor Day
- **Spring Semester:** Application deadline – November 15; Start date – week of MLK holiday
- **Summer Semester:** Application deadline – April 15; Start date – first week of June

Contact Information

Interested candidates should submit resumes to the corresponding contact in their department of interest listed below.

- **Convention Sales (details below):** Britta Haglund – bhaglund@visitaustin.org
- **Marketing Communications/Tourism:** Christine Felton – cfelton@visitaustin.org
- **Music/Film:** Omar Lozano - olozano@visitaustin.org
- **Sports Commission:** Drew Hays - dhays@visitaustin.org

For general information, contact Director of Human Resources, Heather Lang – hlang@visitaustin.org

Convention Sales Department

Competing against some of the nation's top convention and resort destinations, the Convention Sales Department promotes Austin nationally and internationally to meeting and event professionals. The department secures citywide business that benefits multiple hotels and the Convention Center, as well as in-house meetings that provide high-impact revenue to hotels within the Austin region.

Intern Job Description

Job Title: Convention Sales Intern

Reports to: Sales Coordinator

General Information and Duration of Internship:

Internships at Visit Austin are paid. Interns receive a monthly stipend to pay for parking and transportation. The program's normal duration is a maximum of one semester. Maximum hours of work is 20 hours/week.

Convention Sales Intern Objective:

The Convention Sales intern provides office management and administrative support to the Convention Sales Staff. Intern must be comfortable interacting with clients, board members, hotel personnel, facility managers, vendors and fellow staff members. The intern reports to Convention Sales Coordinator, Convention Sales Managers, as well as other Sales Directors assigned by the Visit Austin VP of Sales.

Responsibilities:

- Assist with data and lead entry, contract retrieval, packaging amenities for clients, and building sales kits. Assist other Visit Austin sales managers as assigned per Visit Austin sales coordinator job description.
- Participate in various projects as needed that may include some off-site event services.
- Additional duties could include research projects, data base management, proofing/updating sales collateral as well as other administrative duties as assigned or projects requested by staff.
- You may be asked to accompany the Convention Sales, Services or Tourism department on a site visit. Site visits occur when groups have already booked a meeting or are considering Austin to hold their meeting. They will tour the Convention Center, hotels and other venues.
- Along with department coordinators, you will be scheduled to answer the phones at the reception desk when the receptionist is at lunch. Your department mentor or coordinator will train you.

Qualifications

Requires a student (sophomore level or higher preferred) enrolled in a college or university. Must receive school credit for internship or be enrolled in classes related to one of our departments listed above.

Proficiency in Microsoft Office Systems required. Should demonstrate good interpersonal skills and maintain professional business office appearance.

To apply for this position, email a resume to Britta Haglund at bhaglund@visitaustin.org

