

Austin Convention and Visitors Bureau

Intern Job Description

Job Title: Austin CVB Sales Intern

Reports to: V.P. of Sales

Austin CVB Intern Objective:

Provides office management and administrative support to the Austin CVB. Intern must be comfortable interacting with clients, board members, hotel personnel, facility managers, vendors and fellow staff members. Reports to V.P. of Sales, and Sales Coordinators, as well as other account directors assigned by the V.P. of Sales.

Responsibilities:

- Answer and direct incoming calls, greet visitors and assist with the scheduling of meetings.
- Administrative duties for the sales team and other departments as assigned, to include: composing, proofing, editing, creating files and copies, and mailing correspondence, proposals and other correspondence and reports.
- Put together materials for bid presentations, packets of general information and materials for out of town sales trips or trade shows. Assist Account Directors as necessary in preparing for shows. Responsibilities include, sending information and meeting planning kits, shipping materials when necessary.
- Process history requests to bureaus/hotels as needed by Account Directors.
- **Participate in various projects as needed that may include some off-site event services. Intern to assist in the coordination and execution of the ACVB Annual Luncheon in May 2009.**
- Additional duties could include research projects, data base management, large mailings and other duties as assigned or projects requested by staff. Be prepared for last-minute projects.
- Continue to take every opportunity to learn about the hospitality industry and take advantage of training opportunities when possible.
- For information and to apply, contact:

HOLLY MORCHAT, SALES COORDINATOR
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