

## **INTERN JOB DESCRIPTION**

**Agency:** Alamosa Convention & Visitor Bureau

### **Description:**

The intern will have the opportunity to assist with the implementation of the annual marketing plan to promote tourism, convention activities, group tours and business recruitment. This includes the following:

- Design, production and placement of the marketing media including print, broadcast, internet and signage
- Overseeing maintenance and functionality of all computer and computer-related equipment, office equipment and all supplies.
- General support services for all Convention and Visitors Bureau programs and projects

### **Qualifications:**

Intern must have working knowledge of website creation and management as well as desktop publishing, layout and print media. Working knowledge of Adobe Creative Suite; Photoshop, Illustrator, InDesign, GoLive is helpful.

General knowledge and interest in promoting the San Luis Valley is a must! Intern must be able to work independently without supervision, but also be willing to be part of a team-based creative working environment. Self-motivation and communication skills are very important.

This is an unpaid position, but could lead to future job possibilities.

**Please Contact: Jamie Greeman**, Alamosa Convention and Visitors Bureau Executive Director  
589-9385