



## Giles County Office of Tourism Marketing Internship

### Overview:

The Giles County Office of Tourism Marketing offers an unpaid internship for students to develop a working knowledge of and gain experience in all aspects of the tourism, destination management, and the event management industries. Much of this internship will be administrative in nature. There will also be an effort to expand these industries in Giles through this internship.

### Intern Duties:

- Responding to email account requests and inquiries.
- Reviewing and developing updates for Giles County website.
  - Working towards implementation of these updates.
  - Creation of content for blog and social media platforms for tourism partners and community assets.
- Reviewing and maintaining social media presence.
- Performing specific research projects.
- Updating listings, build network, and raise awareness of Giles as a destination in Virginia.
- Build email and contact database.
- Assist with special projects as they arise and dependent on intern's skills, expertise, and interests.
  - Such projects could include design work, content creation, event planning, product development, press tours, sales, etc.
- Generate reports and impact statements.
- Research and determine licensing requirements for County events and meeting spaces.
  - Develop proposal for purchase if needed, including budget and ancillary needs.
- Assist with special projects and administrative duties.

### Requirements:

- This internship will be unpaid.
- There is no requirement for class credit, but Giles Tourism can work with institution to offer credit if requested.
- The intern shall work set and maintained work hours, although requirements from Giles Tourism are flexible.
  - Some work will be in the field at events and meetings. Intern will provide own transportation if needed.
- Intern will represent the Giles County Tourism Office with a professional appearance.
- Candidate will have an interest and willingness to work alone and in small teams, while serving as a liaison to Office of Tourism Marketing.
- The Giles County Office of Tourism Marketing Intern will report and work within the Giles County Tourism Department and shall be housed in the Giles County Visitors Center.

Questions can be directed to Cora Gnegy, Giles County Tourism Marketing Director, 540-921-2079 or [cgnegy@gilescounty.org](mailto:cgnegy@gilescounty.org)