Galesburg Area Convention & Visitors Bureau
Internship Activity Description

Purpose: To provide a work experience in the area of Tourism, Marketing and/or Business Management

The participant will:

- Work under the supervision of the director
- Provide the GACVB with resume and relevant contact information
- Agree to work a set schedule to be determined between the director and the participant
- Contact the director before scheduled work time if unable to work
- Wear appropriate clothing when working on site at the Welcome Center
- Become familiar with the information and services available at the Welcome Center
- Keep a time log of hours and activities

Hours:
Five hours a week depending on need for 2 to 4 months

Work activities may include:
(Actual Activities will be determined based upon the needs of the GACVB and the professional goals of the participant. Some computer work may be done off site.)

- Develop a project beginning to end for promotion, such as a YouTube video, brochure, etc.
- Summarize purchased marketing for past year
- Greet guests and direct them to appropriate information and answer questions as needed
- Attend meetings at the Welcome Center or off site with director as relevant
- Review GACVB website and other CVB websites for ideas
- Assist with creating a community bulletin board for the new website
- Input updates on GACVB website
- Input updates on GACVB Facebook
- Read relevant tourism/marketing material as available
- Assist with local event committees such as RR Days, Balloon Race, Taste of Galesburg, etc.
- Attend local tourism events
- Take pictures and/or videos at tourism events
- Work Saturday and/or Sundays 11 to 3 as the Welcome Center paid attendant
- Other activities as they arise and are agreed upon by director and participant

For Additional Information contact:

Stephanie Kinkaid at the Wackerle Center or

Judy Guenseth
Executive Director
Galesburg Area Convention & Visitors Bureau
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