



## **Marketing Intern**

Join Visit Omaha for a paid Internship! *(This internship runs from July 9 – Sept 28)*

As a Visit Omaha intern you will be working in our Marketing department.

The ideal candidate should enjoy interacting with people, have experience with marketing and social media, and be very detail oriented.

The internship will consist of the following responsibilities:

- Assist with the day-to-day maintenance of the VisitOmaha.com events calendar. Duties will include:
  - Approving events submitted by partners and other members of the community
  - Following Visit Omaha denial communication processes for events that do not meet the calendar's criteria
  - Sending out weekly/monthly calendars to tourism partners
  - Sending out monthly events gathering emails to encourage partners to submit events to the calendar
  - Curating events to add to calendar using other community calendars, partner websites, etc
- Assist with curating user-generated content for Visit Omaha digital platforms.
- Assist with maintaining the VisitOmaha.com listing database. Duties will include:
  - Creating new listings with photos, videos, and visitor-friendly descriptions
  - Auditing existing listings to ensure photos and descriptions are up-to-date
- Assist with Omaha Restaurant Week. Duties will include:
  - Delivering restaurant handout to all Omaha area hotels

- Delivering promotional collateral to participating restaurants
- Write a two-page spread for the 2019 Omaha Visitors Guide.
- Answer Visit Omaha main line calls on behalf of the Marketing department.
- Other duties as assigned.

This summer internship will report directly to the Director of Marketing.

Primary working hours will be Monday-Friday 8:00 – 4:30.

If this summer internship is of interest to you, please send a cover letter and resume to [mhayes@visitomaha.com](mailto:mhayes@visitomaha.com). In your cover letter, please include an example of previous marketing work experience that showcases your detail, writing and accuracy skills.