



# VALLEY FORGE

TOURISM & CONVENTION BOARD

## Marketing & Event Services Intern

The Valley Forge Tourism & Convention Board is looking for a part-time intern to fill the position of mascot performer for the spring and summer of 2018. The ideal candidate should have a flexible schedule and prior mascot or performing arts experience.

### The Company

The Valley Forge Tourism & Convention Board is The Valley Forge Tourism & Convention Board is a private, non-profit membership sales and marketing organization which actively promotes the Valley Forge area and Montgomery County as a convention site and leisure visitor destination by promoting patronage of its member hotels, restaurants, attractions, and services.

### Department

This position will adhere to the Marketing & Communications department and assist with Membership Services as needed.

### Reports To

This position will assist Emily Keel, Marketing & Communications Associate, and report to Jessica Willingham, Director of Arts & Culture.

### Job Overview

Montgomery “Monty” Fox is the official mascot of the Valley Forge Tourism & Convention Board and an integral part of brand representation at all VFTCB events. In addition to representing the VFTCB and all its brands, Monty provides entertainment to guests event patrons.

### Responsibilities and Duties

- Performing at VFTCB events, video/photo shoots, etc. as Monty the Fox
- Appearing as Monty at events alongside the Kiosk & Mini when
- Assisting in the cleaning and maintenance of mascot suit and various costumes
- Packing and transporting mascot equipment to and from events
- Arrive on time and prepared to perform at events
- Transportation of the mascot costume to and from events

## Requirements

- Must have a flexible schedule and be open to working nights and weekends
- Must have a valid PA driver's license and registered vehicle
- Must be between 5'5-6'0
- Must be in good physical shape
- Available between 20-30 hours per week
- Preserve the identity of the mascot using: body language/mannerisms, attitude, fan interaction, and team representation.
- Work well in a team environment.
- Update the team on any costume repair and maintenance needs

## Benefits

- This is a paid internship with an hourly rate of \$10. The intern is expected to supply a 20-30 hours a week
- Work space will be provided, as needed, at the VFTCB office in King of Prussia, Pa.
- All technology will be supplied. Intern is expected to adhere to internal policies of the VFTCB for responsible use
- Employees enjoy an upscale business casual dress year-round

## Qualifications and Skills

- Currently in pursuit of a four-year undergraduate degree in Arts and Theatre
- Prior mascot or acting experience
- Knowledgeable about Montgomery County, PA is preferred
- Prior experience in marketing or event planning

Applicants may submit a professional resume by emailing Emily Keel at [keel@valleyforge.org](mailto:keel@valleyforge.org).