

Tempe Tourism Office Communications Intern

The Tempe Tourism Office is looking for a spring intern.

The primary goal of the Tempe Tourism Office is to generate revenue for our city through tourism. We promote the City of Tempe as a desirable leisure and business travel destination, and we strive to be the most trusted resource for travel information for our city.

Our intern will assist with various duties for the marketing and communications team.

Responsibilities include:

- Copywriting for blogs, press releases and website content
- Updating website content as assigned, including our online calendar of events section
- Editing and proofreading various content
- Conducting database management tasks
- Assisting with social media efforts, including but not limited to, writing copy, capturing photos/videos on mobile device or other device, and support in creative/graphic design needs for social posts (Instagram, TikTok, Facebook, Pinterest)
- Participating in social media content curation shoots, i.e., dining at restaurants, participating in attractions, etc.
- Assisting with photo and video shoots
- Attending industry events to network and promote Tempe
- Assisting visitors with local information
- Special projects as assigned

Candidates for this internship need to be detail oriented, with excellent writing skills and great time management. Experience with Microsoft Office programs is preferred. College seniors pursuing a bachelor's or postgraduate degree in marketing, communications, public relations or tourism would be an ideal fit.

Reports to: Director of Marketing & Communications

This internship is part time (20 hours a week), and the stipend is \$500 per month.

Interested applicants can send a resume and writing sample to:

Kelly Bassett, Director of Marketing & Communications – kelly@tempetourism.com