



Please Remit Cover Letter & Resume
By November 30th, 2018 to:
Attn: Dannielle Riley
2001 44th St S
Fargo, ND 58103
dannielle@fargomoorhead.org

Position: Visitor Experience Intern
Reports To: Visitor Experience Manager
Length of Internship: Spring Semester

The Fargo-Moorhead Convention and Visitors Bureau is a key organization to the vitality of the Fargo-Moorhead tourism industry. This is an exciting opportunity for anyone interested in pursuing a career in Hospitality & Tourism in the Fargo-Moorhead area as this position will be working closely with the entire organization.

INTERN WILL LEARN, AND BE EXPOSED TO

- Real world knowledge of the tourism industry in Fargo-Moorhead
- Hands on participation in events such as Frostival
- Rotation through the departments at the CVB to learn first-hand about how they operate

POSITION OBJECTIVE & PURPOSE:

The purpose of this position will be to assist with enhancing the visitor's experience while they are in Fargo-Moorhead. Internship duties include:

- Assist with production of the I AM Fargo-Moorhead program
 - Preparing for upcoming events
 - Set up email blasts to attendees
 - Gather follow up evaluations
- Help with the day-of operations of Frostival
- Assist with creating new experiences for visitors (ie. wine tours, craft beer passports, etc.)

This position also requires scheduled shifts in the Visitors Center working closely with the Travel Ambassadors, duties include but are not limited to:

- Greeting travelers and offering information about the area, including:
 - Directional advice
 - Local attractions and things to do
- Take pictures of visitors with "The Woodchipper" from the movie Fargo
- Maintaining and selling retail items in the gift shop

QUALIFICATIONS:

- Excellent verbal communication skills
- Willingness to learn
- Must be able to lift 50 pounds
- Must have a driver license and car available

SPECIFICATIONS:

- 15-20 Hours/week at \$10.25/hour throughout academic Spring Semester
- Must be available some nights and weekends
- Must be available for Frostival (January 25th-26th, 2019)

REQUIREMENTS:

Please submit resume and a cover letter describing what you enjoy most about living in the Fargo area to Dannielle@fargomoorhead.org by November 30th, 2018.