Austin Convention & Visitors Bureau
Internships

The Austin Convention & Visitors Bureau is a private, nonprofit 501 C-6 corporation contracted by the City of Austin to market the city as a convention and tourism destination. Under the terms of this contract, Austin CVB also houses the Film Commission, Music Office and Sports Commission.

General information and duration of internship
The Austin Conventions and Visitors Bureau seeks interns for the following departments: Convention Sales, Convention Services, Marketing Communications, Music/Film, Tourism, Sports Commission and our Visitor Center. Internships at the ACVB are paid. In addition, interns receive a monthly stipend to pay for parking and transportation.
The program’s general duration is a maximum of one semester. Interns are required to work 12-15 hours per week within the ACVB’s office hours of 8 a.m. to 5 p.m., Monday to Friday.

Intern Responsibilities
Interns make an important contribution to the operation of ACVB. Our interns are given hands on responsibilities and experience. Within your working units you serve as a member of a team and perform needed functions. Thus, acceptance of any internship position should be considered an earnest commitment.

Qualifications
- Applying students (sophomore level or higher preferred) must be enrolled in a college or university.
- Must receive school credit for internship or be enrolled in classes related to one of our departments listed above.
- Proficiency in Microsoft Office Systems required.
- Should demonstrate exceptional interpersonal skills and maintain professional appearance.

Application deadlines and Start dates:
- **Fall Semester:** Application deadline – August 1; Start date – week of Labor Day
- **Spring Semester:** Application deadline – November 15; Start date – week of MLK holiday
- **Summer Semester:** Application deadline – May 1 - Start date – first week of June

Contact Information:
Interested candidates should submit resumes to the corresponding contact in their department of interest listed below.
- Marketing Communications/Tourism - Rebekah Grmela
- Convention Sales and Sports Commission – Chandler Jones
- Music & Film - Amanda Garcia, Brian Gannon
- Visitor Center - Cynthia Trenckmann

For general information, contact our HR Manager, Philip Curry - pcurry@austintexas.org