



## 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 – April 15 - 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 - [Lourdes Gomez](#)

Convention Sales and Sports Commission – [Chandler Jones](#)

Music - [Omar Lozano](#)

Visitor Center - [Cynthia Trenckmann](#)

For general information, contact our HR Manager, Philip Curry - [pcurry@austintexas.org](mailto:pcurry@austintexas.org)