



The City of Blanco seeks an **Event Planner Intern** to assist in creating a plan for hosting at least 6 weekend events each year.

The Event Planner Intern would provide assistance to the City of Blanco in the following areas:

- Propose ideas for events which would highlight Blanco's and the surrounding area's scenic location, its businesses, and its history, with enough activities to encourage patrons to spend the night here.
- Organize and manage all details of the event, including publicity, advertising and promotional materials, entertainment, transportation, and equipment.
- Ensure compliance with insurance, legal, health, and safety obligations.
- Conduct pre- and post-event evaluations and report the outcomes.

**Knowledge, Abilities and Skills:**

- Ability to analyze, plan, organize, implement and effectively present ideas and concepts to council members, city staff and general public.
- Ability to utilize time management skills to handle multiple and varied assignments in a fast-paced work environment.
- Ability to work independently using self-direction.
- Ability to communicate tactfully, courteously and effectively with council members, city staff, media and general public.
- Skill in making public presentations.
- Ability to critically review advertising material.
- Basic understanding of digital photography and its application online and in printed publications.
- Possess writing, editing and proofreading skills.
- Ability to market overnight travel to Blanco utilizing web-based marketing tools including the City web site, social networking sites, promoted posts and other online communications tools used by travelers.

**Education:**

Working towards a degree in Hospitality, Tourism, Marketing, or Business Administration.

**Interested?**

Contact Blanco City Administrator Lambert Little at [cityadmin@cityofblanco.com](mailto:cityadmin@cityofblanco.com) with any questions and letters of interest.