



Santa Claus
INDIANA



Lincoln's
Indiana Boyhood Home

Spencer County Visitors Bureau Summer Assistant/Intern

Connect with the Spencer County community and help continue the growth of local tourism. Working at the Spencer County Visitors Bureau is an opportunity to gain relevant experience while promoting two of the best men in hats – Santa Claus and Abraham Lincoln! The work culture is positive and filled with everything from greeting friendly visitors to brainstorming ways to increase local tourism and destination awareness for Spencer County.

What You Will Do

- Assist with social media efforts including content creation, photo, video, events, contests, etc. to help promote Spencer County as a destination.
- Help curate user-generated content for marketing use.
- Research, maintain, and collect contact information for media and community lists and other databases.
- Help update and maintain accurate information on websites and other online platforms as well as print resources.
- Participate in photography/videography projects by aiding in production, coordination, editing, etc.
- Prepare mailings.
- Assist with tracking and analyzing DMA data.
- Distribute visitor guides, destination maps, rack cards, etc. to local stakeholders.
- Assist with visitor and stakeholder requests.
- Attend staff, board, community, and partner meetings as needed and with a willingness to report on activities.
- Special event assistance and coverage.
- Other duties may be assigned to aid the Visitors Bureau team in providing incredible customer service to visitors and stakeholders, while representing a positive image of our destination.

What We Expect

Basic knowledge about Spencer County's tourism-related businesses and history is preferred. Experience with writing, smartphone video/photo creation and editing, social media, and Microsoft programs is recommended. Familiarity with website management is a plus.

The individual must be flexible and able to adjust to rapidly changing priorities while maintaining ongoing projects. In addition, we're looking for someone who can be organized, utilize time management skills, and communicate professionally. A strong work ethic and willingness to try new things is a must.

This position requires a valid driver's license and reliable transportation.

The applicant will need to keep any sensitive material and information confidential.

Typical work hours will include weekdays and Saturday mornings.

Work Environment

This position reports to the Executive Director but will work closely with the entire Visitors Bureau team.

The work can be physically demanding, requiring long periods of standing, walking, use of stairs, and lifting moderately heavy items up to 50 pounds. Work location will primarily be in an office setting along with outdoor assignments that may involve work on unimproved trails, amusement park rides, and in hot/cold temperatures.