

Communications Intern

Part-time

March 2017

If you like working with a talented team, being busy, having fun at work, and being part of the economic engine that helps drive the Greater Madison area, joining our creative crew could be a great fit for you!

The Company

The Greater Madison Convention and Visitors Bureau (GMCVB), and the Madison Area Sports Commission (MASC) are passionate about promoting the Madison area to visitors and locals alike. We do it by:

- Attracting new conventions, sporting events and competitions to the community.
- Providing expert service and support to people who visit Madison for events.
- Sharing relevant and timely information about all there is to see and do in our city.
- Conducting and analyzing tourism research.
- Building our local economy!

The Position

The Communications Intern position serves as professional and administrative support for the PR & Communications Department, and will work in collaboration with the marketing and other departments as needed. This is a part-time (20 hours per week) position.

For a more details and the job description click here [Communications Intern Job Details](#) or visit our website at <http://www.visitmadison.com/>.

The Minimum Qualifications

- High School diploma required.
- Currently pursuing continuing education.
- Familiarity with journalism and media relations principles and practices, normally acquired through college-level courses in journalism, public relations, marketing or a related field.
- Strong knowledge of Microsoft Office products, particularly Word, Excel and Outlook.
- Experience with media database platforms such as Meltwater or Cision helpful.
- Experience with CRM applications helpful, but not required.
- Familiarity with the Madison area, its attractions and major events.

Why You Should Apply?

- Creative work with supportive, collaborative co-workers



- New office space on the vibrant Capitol Square
- Promote the Madison area
- Help grow the local economy

How to Apply

Send **cover letter and resume** to operations@visitmadison.com, or by mail to:

GMCVB
Recruitment
22 E Mifflin Street, Suite 200
Madison, WI 53703

Applications will be reviewed upon receipt. Please submit your application as soon as possible for early consideration.