**EAU CLAIRE AREA CONVENTION & VISITORS BUREAU (VISIT EAU CLAIRE)**

**EMPLOYEE OF TEMPORARY EMPLOYMENT AGENCY ASSIGNED TO VEC**

JOB TITLE: Interactive Media Intern

JOB TYPE: Part-Time Temporary Position

HOURS: 10 Hours/week

SCHEDULE: Varies

PAY: Payroll employee of temporary employment agency

REPORTS TO: Director of Marketing

COLLABORATES WITH: Director of Marketing and Marketing Manager under the direction of the Executive Director

**Projects and Responsibilities:**

* Capture, develop and produce video content to promote Altoona tourism.
* Create motion graphics for full videos, animations, and graphic overlays from concept to execution.
* Interview and videograph stories focused on River Prairie, Hobbs Arena, special events and downtown Altoona businesses.
* Collaborate with the team on ideas and storyboards, and present those concepts to the internal team.
* Ensure design and production of each creative piece adheres to established standards for color, font selection and logo usage.
* Attend Altoona tourism events and establishments to capture photographs and other visual assets for Altoona’s digital platforms.
* Organize and catalog photography and other assets.
* Design compelling creative assets for all digital platforms including, but not limited to the website, Facebook, Twitter, Instagram and Pinterest.
* Ensure all creative projects are developed, delivered and published on a timely basis.
* Accommodate to all other business design requests.

**Under the direction of the Director of Marketing**

* + Ensure service-oriented greetings and follow through with individuals calling, emailing, walk-ins, or inquiring online for information about destination
  + Utilize CRM to record visitor inquiries
  + Ensure daily coverage of live chat from VEC website
  + Respond to and engage with all social media inquiries

**Position Requirements:**

* Student in multimedia, film/media studies
* Knowledge of Macintosh OS environment, Creative Suite programs, and MSOffice
* A personal commitment to excellence, professionalism and creativity
* Ability to respond to questions from executive management, clients, customer and the general public.
* Must be able to lift 60 pounds. Must have own dependable transportation.
* Professional attire required at any time the Convention & Visitors Bureau is being represented, except by special permission from the Executive Director. (Eau Claire Crew attire will be provided by Visit Eau Claire).
* This job occasionally requires evening, weekend, and holiday work.