

## MAINE OFFICE OF TOURISM INTERNSHIPS AVAILABLE

### Job Description for Site Assessment Internship

The Maine Office of Tourism (MOT), an office within the Maine Department of Economic & Community Development, is charged with administering a program to support and expand the tourism industry and promote the state as a tourism destination. Our mission, though evolving, is to become the premier four-season destination in New England by developing and executing effective marketing programs for the benefit of the travel and film industries, as well as the economy and the citizens of Maine.

**Description:** The Maine Office of Tourism is looking for motivated self-starters to be Tourism Development Trainees. University students, graduate students and/or recent graduates will obtain experience within the Maine Office of Tourism while performing site assessments on specific public tourism attractions. Interns will use recently compiled inventories of tourism attractions and will perform site assessments on specific attractions that have been chosen by the Office of Tourism staff. Site assessment is a collaborative process that requires training, individual work, working with a team, then discussion to reach group consensus after team members document their individualized assessments. The final product will be a team report that includes the complete inventory, individual assessments, and the final group assessment values for each chosen site on the list of regional tourism assets.

### **Qualifications and Skills**

- Preference for third year university student or higher; graduate student; (min GPA 3.0)
- Ability to see projects through to completion with excellent organizational skills;
- Experience with Microsoft Office, Excel and PowerPoint;
- Ability to work independently and in a group environment with excellent communication skills, strong interpersonal and team working skills;
- Ability to prioritize for maximize efficiency working independently and in groups.
- Ability to prepare and articulate researched findings in presentations to community leaders, tourism professionals and the public.

This assessment internship is a paid position that will last for approximately 17 weeks with a maximum of 30 hours weekly. Required work will entail detailed assessments of predetermined tourism assets through site visits and time to reflect upon, document, and share findings. Interns will be expected to condense travel days into 8-10-hour workdays with multiple site visits when possible to maximize efficiency. Up to twelve internships are available throughout the eight tourism regions of Maine. Each intern will be paid \$15 per hour for the work accomplished.

Initial training will be provided for completing the assessment work. All Tourism Development Trainees will be supervised and supported by a Maine Office of Tourism staff member and a local grant manager affiliated with the MOT regional grant program.

Reliable transportation will be required for this work. State transportation may be used when state employees are working team members and available to drive. Travel will be an integral part of this work. When students use their own vehicles, in-state travel will be reimbursed at the State of Maine rate of .45 cents per mile. (effective July 1, 2021) If overnight trips are necessary, reservations will be made in advance through the MOT administrative staff and lodging paid by MOT. Details will be discussed well in advance if an overnight trip is required.

If interested, please send your resume to [christine.bratcher@maine.gov](mailto:christine.bratcher@maine.gov) no later than April 1, 2022.