



## Internship Role Description for Eleven+ Scholar Applicants

### Name of Hosting Organization:

Destination Cleveland

### Internship Role Title:

Destination Management Intern

### Number of roles available:

2

### Available to (select any that may apply)

College Student

Graduate Students

### Work Location & Office Covid Protocols is applicable (select any that may apply)

Flexible/hybrid- The role can be a combination of virtual and in person

### Internship Work Address:

334 Euclid Avenue  
Cleveland, OH, 44114

### Many of applicants utilize public transportation. Is the work location accessible by public transportation?

Yes, the work location is accessible by public transportation (Bus/Train)

### If you selected yes, the work location is accessible by public transportation please provide additional information such as what bus or train line is accessible to the work location

Greater Cleveland Regional Transit Authority (RTA) bus and rapid lines. Our offices are on Euclid Ave. and one block from Public Square/Tower City Center. Both bus lines and rail lines feed the heart of downtown Cleveland which is exactly where we are! The rapid station is located inside Tower City Center.

### Mission of Hosting Organization

We are unapologetic promoters of Cleveland. By attracting people and connecting them to experiences that illustrate Cleveland's diversity, creativity, and contagious passion, we stimulate economic growth. We believe that by inspiring visitors and locals to experience the region, we cultivate a passion for Greater Cleveland that contributes to equitable growth.

In more simple words, we market Cleveland both in and out of the region to attract leisure, business and meetings & conventions visitors. We also work to change perceptions of Cleveland and enhance visitor experiences.

### How does this internship role support the mission/purpose of the organization

We have two intern opportunities available, one in our Destination Management division and one in our Organizational Management division (HR, Finance, Operations & IT). Each intern will directly work to support and/or contribute to work that directly impacts visitor experiences and/or all internal Destination Cleveland employees.

### What functions within the organization will the intern be working with? For example, this role

## will work with Staff Counselor, Finance Staff, and Operations Team

For the Destination Management role:

- Director, destination development
- Director, government and community engagement
- Director of Visitor Experience

## Will there be additional networking opportunities within the organization for the intern to gain exposure to other roles and functions.

Absolutely. Our interns get the opportunity to work on projects directly related to our partners in the community (hospitality, small businesses, community leaders at the city, county and non-profit levels). They are included and invited in many of these events that interface externally and involve many internal staff in and out of their direct department. The interns also get to network with teams in all three core divisions, which are Organizational Management, Marketing and Destination Management.

**Anticipated Start Date** Wednesday, May 15, 2024

**Anticipated End Date** Friday, August 30, 2024

**Total Number of Weeks for the internship:** 15

**Total Number of hours per week the intern is expected to work:** 25

**Workday starts at: (start time or flexible)** 9am

**Workday ends at: (start time or flexible)** 4pm

### Host Organizations website:

<https://www.thisiscleveland.com/locations/destination-cleveland>

**Contact Name** Corey Rybka

**Contact Email** crybka@destinationcle.org

**Mentor Name** Corey Rybka

**Mentor Email** crybka@destinationcle.org

### Internship Summary

Destination Mgmt. Intern: Work to support various duties within the second largest division of the Destination Cleveland team that's responsible for harnessing the power of Cleveland's visitors through memorable experiences.

### Essential Responsibilities of this role?

Destination Mgmt Intern duties:

- Research
- Outreach and info gathering

- Presentation development
- crm support
- communications development for DM audiences
- event planning support for convening stakeholders
- assist with meetings set up with stakeholders

### **Skill Development Opportunities**



### **Knowledge and skills required for this role**

Not all are required depending on position:

- Communication
- Time Management
- Project Management
- Human Resources, Operations, IT/Computer Science and/or Accounting/Finance background
- Hospitality
- Customer Service

### **What does success look like for the intern at the end of the summer**

Depending on projects assigned, successful completion of quality final product.

### **Other information**

Please call and/or write with any questions about the two opportunities documented here.

**Prepared by:** Corey Rybka

**Date** Tuesday, November 28, 2023