

# Department of Tourism Intern

## Role and Responsibilities:

- Assist with planning and attending event in Putnam County
- Attend and observe meetings
- Take photos and video for social media posts
- Prepare and edit articles for website
- Clerical Work

## Qualifications and Education Requirements:

Must be enrolled in High School or College at the time of application.

## Specific Majors, Coursework or Background that may be helpful to this work:

- Communications, Marketing, English, Writing, Education

## Preferred Skills:

- Microsoft
- Adobe
- Good verbal communication skills
- Ability to work independently
- Simple photography and videography skills
- Strong writing skills

## Special Requests:

Access to transportation and a valid driver's license may be needed to complete field work and travel between offices.

**Department:** Department of Tourism

**Location:** Tilly Foster Farm  
100 Route 312  
Brewster, New York 10503

**Hourly Rate:** High School Student \$11  
College Student \$12  
Graduate Student \$13

**Schedule:** 28 hours/week for 8 weeks



**PUTNAM INVESTS  
IN LEADERS OF  
TOMORROW**