



Sports & Event Sales Intern

Job Classification: Part-time Internship

Hours: Approximately 15-20 hours per week

Pay: Up to \$15/hour, depending on experience

Schedule: Monday–Friday with some evenings and weekends; flexible scheduling available

Position Overview

Visit Greensburg is seeking a Sports and Event Sales Intern to support parks programming, sports tourism, and destination marketing efforts across Decatur County, Indiana. This internship provides hands-on experience in sports coordination, destination sales, and tourism promotion. It will also help drive visitation, program participation, and will build professional relationships with community and tourism partners.

Qualifications

- Current college student or recent graduate in marketing, communications, tourism, hospitality, sports management, or a related field.
- Strong written and verbal communication skills.
- Organized, detail-oriented, and able to manage multiple projects.
- Interest in sports tourism, community development, sports management, and destination marketing.

Programs & Events

- Assist with planning, setup, and execution of special events
- Support sports leagues, tournaments, and recreation programs through promotion and participant communication
- Assist with setting up the DecCo Summer Concert Series.

Community Engagement

- Respond to general inquiries related to programs, facilities, and events
- Assist with outreach to schools, community groups, and local organization
- Support sponsorship recognition and promotional fulfillment for Parks and Recreation events
- Collaborate with staff from both Visit Greensburg and Decatur County Parks and Recreation to align messaging and promotional efforts.

Tourism Sales & Group Travel

- Itinerary Development: Create customized, themed experiences and travel packages for groups visiting the county.
- Partnership Building: Work with local stakeholders (hotels, restaurants, venues) to develop bundled offers.
- Proactively sell the destination to travel planners, coaches, and corporate groups to boost visitor numbers.
- Organize logistics for sports tournaments or leisure groups to ensure a smooth, high-quality experience.
- Utilize social media, advertising and printed materials to market the county's tourist assets.
- Help track leads, bookings, and visitor data.
- Represent Visit Greensburg in a professional, welcoming manner.
- Assist with data collection, reporting, and evaluation of marketing and sales efforts.
- Provide on-site support for concert events, tournaments, and visitor experiences as needed.

Software Skills

- Canva
- Microsoft Office and/or Google Workspace
- Data Foot Traffic Data Analytics Tool (ie: Placer)
- Social Media Software
- Adobe design software, specifically PhotoShop, Illustrator, Acrobat, and InDesign is preferred

Decatur County is an Equal Employment Opportunity Employer

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