



York County Convention & Visitors Bureau / DbA Explore York

Job Title: Event Management Intern
Salary: \$12/hour
Department: Sales
Reports to: Director of Sales

ABOUT EXPLORE YORK:

Explore York (EY) is the Official Tourist Promotion Agency for York County and is accredited by the Destination Marketing Association International (DMAI). Explore York's mission is to maximize tourism expenditures and their economic impact in York County, PA, through comprehensive tourism sales and marketing programs. Our Vision is for tourism to be recognized for the value of its economic impact and its role in raising the profile of York County as a sought-after destination.

JOB SUMMARY: Explore York is seeking a motivated and enthusiastic Event Management Intern to assist with the planning, promotion, and execution of the NCAA Division III Men's Baseball Championships in York County.

This internship provides hands-on experience in sports tourism, event management, destination marketing, community engagement, and hospitality while working alongside the Explore York team and event partners to deliver a successful championship experience for athletes, coaches, families, fans, and visitors.

The intern will play an active role in supporting pre-event planning, marketing and promotional efforts, event logistics, visitor engagement, and on-site event operations while helping showcase York County as a premier sports destination.

ESSENTIAL JOB FUNCTIONS:

- Assist with the planning and coordination of NCAA Division III Men's Baseball Championship activities and events.
- Help organize event timelines, schedules, checklists, planning documents, and other event materials.
- Assist with coordination between Explore York, York Revolution, York College, NCAA staff and representatives, venues, hotels, community partners, and other local businesses.
- Assist with planning hospitality experiences for teams, coaches, officials, and visitors.
- Assist with preparing event materials, signage, credentials, welcome experiences, hospitality items, and other championship resources.

- Help develop visitor information and recommendations highlighting York County restaurants, attractions, shopping, and other local experiences.
- Assist with outreach to local businesses and community partners to encourage participation and support of the championship.
- Assist with gathering photos, videos, and other content before and during the championship for promotional purposes.
- Assist with on-site event setup, operations, and teardown during the championships.
- Help manage hospitality areas, merchandise tables, welcome signage, and other event spaces.
- Execute projects, assignments, general administrative tasks, and other duties as assigned by Explore York staff.

QUALIFICATIONS:

- Currently pursuing, or on track to receive a degree in a related field (Sport Management, Hospitality Management, Event Management, Marketing, Business Administration, etc.) or relevant work experience.
- Self-motivated and able to work independently while also collaborating effectively within a team.
- Excellent organizational and time management skills.
- Strong written and verbal communication skills.
- Ability to adapt, manage multiple tasks, and work under tight deadlines.
- Ability to analyze, problem solve and provide recommended solutions.
- Comfortable working with a variety of partners, vendors, and community stakeholders.
- Willingness to work outside of traditional business hours (evenings, weekends, holidays, etc.)
- Valid PA driver's license and access to a personal vehicle for work-related travel.

PHYSICAL DEMANDS & WORKING CONDITIONS:

- Internship Duration: January – June 2027
- The job requires regular attendance at the office, interaction with team members, partners, and community stakeholders.
- Frequent verbal communication of detailed information via phone, email, or in-person.
- Substantial movement of the wrists, hands, and/or fingers required.
- Ability to lift and carry items up to 25 lbs.

Employee must adhere to all company policies. This job description reflects management's assignment of essential job tasks. Explore York management reserves the right to assign or reassign duties at any time. **I have read and understand this general sign-off and job description.**

Signature: _____ **Date:** _____