



1025 P Street
P.O. Box 687, Gering, NE 69341

www.gering.org

Tourism Intern SEASONAL – Job Posting

Department: Tourism

Starting Pay: \$16.00

Position Duration: ~17 weeks May – August/September
~ 25-30 hours per week

Application Deadline: open until filled

Job Description: Attached

An Equal Opportunity Employer, Only U.S. citizens and aliens authorized to work in the United States will be hired and all employees are required to complete a verification form.

The Tourism Intern plays a key role in supporting the Director of Tourism and the Gering Visitors Bureau through administrative, marketing, and event coordination tasks while helping promote Gering as a vibrant visitor destination. This seasonal role offers hands-on experience creating engaging marketing content, supporting community events, assisting visitors, and maintaining tourism resources. Ideal for someone eager to build real-world skills in tourism, social media, and event planning, this internship provides a dynamic opportunity to contribute to Gering's growing tourism efforts while gaining valuable industry experience.

Application packets are available online at <https://www.gering.org/careers> or at City Hall.

To Apply: please submit your application and cover letter via email or in person.

City of Gering
Attn: Shannon Goss
1025 P Street / P.O. Box 687
Gering, NE 69341
Phone: 308-436-6848
sgoss@gering.org



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308-436-5096 www.gering.org

JOB DESCRIPTION

Title: Tourism Intern

Department: Tourism

Reports to: Director of Tourism

Pay Grade: Seasonal / 2

Date Adopted: October 1, 2025

Type: Full Time Part Time Seasonal

FLSA: Exempt/Salary Non-Exempt/Hourly

Union: Yes No

Safety Sensitive: Yes No

JOB SUMMARY

The Tourism Intern will support the Director of Tourism and the Gering Visitors Bureau with administrative, marketing, and event coordination tasks. This position offers hands-on experience in tourism promotion, destination marketing, and event support. The intern will assist in promoting Gering as a destination for leisure, events, and tourism while learning the fundamentals of the tourism and hospitality industries.

ESSENTIAL FUNCTIONS

- Assist in the development and implementation of marketing strategies and promotional materials using Canva and Adobe Creative Suite.
- Support management of social media accounts and creation of engaging content to promote events, local attractions, and tourism initiatives.
- Support maintenance of website event calendar, contact lists, and databases.
- Provide administrative support to the Director of Tourism, including preparation of materials for groups.
- Assist with event planning and execution, including scheduling, logistics, and communications.
- Maintain and distribute tourism brochures, visitor packets, and promotional materials.
- Assist in communicating with local stakeholders, including hotels, restaurants, and event partners.
- Conduct research on tourism trends, visitor demographics, and regional marketing opportunities.
- Represent the Visitors Bureau at community events, fairs, or other outreach activities as needed.
- Provide front-line visitor services and respond to visitor inquiries in person, by phone, and online.

QUALIFICATIONS

1. Education and Experience:

- Currently enrolled in high school, or enrolled in or recently graduated from a degree program in Tourism, Hospitality, Marketing, Communications, Business, or a related field.
- Prior experience in customer service, event planning, marketing, or office administration is a plus but not required.

2. Necessary Knowledge and Skills:

- Strong written and verbal communication skills.
- Proficiency with social media platforms (Facebook, Instagram, etc.).
- Ability to work independently and collaboratively.
- Strong attention to detail and organizational skills.
- Basic computer proficiency (Microsoft Office, Canva, Google Workspace).
- Interest in tourism, marketing, event planning, or hospitality industries.

3. Special requirements:

- Ability to work flexible hours, including evenings, weekends, and holidays.
- Valid driver's license.
- Ability to represent the City of Gering in a professional and courteous manner.

TOOLS & EQUIPMENT USED

- Standard office equipment such as computer, printer, phone, and copier.
- Social media platforms and online tools.

PHYSICAL DEMANDS

The physical demands outlined here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Manual dexterity required for operating office equipment.
- Ability to sit, stand, or walk for extended periods of time.
- Ability to lift and carry up to 25 pounds.
- Ability to hear and communicate effectively.
- Visual ability including close, distance, and peripheral vision.

WORK ENVIRONMENT

- Office setting with moderate noise levels.
- Outdoor and event-based work.
- Periodic travel for local events and/or community outreach.

SUPERVISORY RESPONSIBILITY

- None

DISCLAIMER

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved:

Pat Heath

City Administrator

03/20/2026

Date



Application Instructions

Please read and understand these statements before signing your job application.

1. **Complete Application:** You must complete the job application in its entirety. Do not leave any area blank, use N/A if not applicable. All references must be completed. Part of the application is a questionnaire at the back of the application; this must also be filled out. The application will be used for the initial review to select applicants for interviews.
2. **Cover Letter:** You must turn in a cover letter with your application. A cover letter should briefly introduce who you are, explain why you're a strong fit for the position, and highlight how your skills align with the employer's needs.
3. **Truthful Information:** The information provided in this job application must be true. False or misrepresented information will result in the rejection of your application or termination of employment if discovered after hiring.
4. **Authorization to Verify Information:** By signing this application, you authorize the City of Gering to obtain information from previous employers, educational institutions, and other parties to verify the accuracy of the information provided.
5. **Waiver of Claims:** You waive all rights and claims against the City of Gering for seeking and using this information to evaluate your application.



CITY OF GERING APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by state or local law.

Last Name

First Name

Middle

Date

Street Address (physical & mailing address)

Contact Number

City

State

Zip Code

Email Address

Have you ever applied for employment with us?

Yes No

If yes, dates: _____

Date available to begin work: _____

Position desired: _____ Pay expected: _____

Where did you hear about this position? _____

What work schedule are you interested in?

Full Time

Part-Time

Seasonal

Overtime (if requested)

Are you legally eligible for employment in the United States? Yes No

Are you over the age of 18? Yes No

Membership in professional and civic organization (Exclude those that may disclose your race, color, religion, age or National origin.)

Other special training or skills (languages, machine operation, etc.), special accomplishment or awards.

School	Name of School	Location of School	Course of Study	Did you Graduate	Years Completed	Degree or Diploma
High School						
Business/Trade/ Technical School						
College/University						
Graduate School						

Military Service: Did you serve in the U.S. Armed Forces? Yes No

Describe any training received relevant to the position for which you are applying:

EMPLOYMENT HISTORY:

Please give accurate, complete, full-time and part-time employment records. Start with your present or most recent.

We may contact the employers listed below unless you indicate those you do not want us to contact.

Company Name	_____	Telephone	_____
Address	_____	Starting Pay	_____
Supervisor' s Name	_____	Ending Pay	_____
Job Title	_____	Employment Dates:	
Describe your work	_____	From:	_____
Reason for leaving	_____	To:	_____

Company Name	_____	Telephone	_____
Address	_____	Starting Pay	_____
Supervisor' s Name	_____	Ending Pay	_____
Job Title	_____	Employment Dates:	
Describe your work	_____	From:	_____
Reason for leaving	_____	To:	_____

Company Name _____
 Address _____
 Supervisor's Name _____
 Job Title _____
 Describe your work _____
 Reason for leaving _____

Telephone _____
 Starting Pay _____
 Ending Pay _____
 Employment Dates:
 From: _____
 To: _____

We may contact the employers listed above unless you indicate those you do not want us to contact.

REFERENCES: ALL 3 references should be completed.

_____	_____	_____	_____
Name	Years Known	Telephone	Nature of Relationship
_____	_____	_____	_____
Name	Years Known	Telephone	Nature of Relationship
_____	_____	_____	_____
Name	Years Known	Telephone	Nature of Relationship

APPLICANT ACKNOWLEDGMENT AND AUTHORIZATION:

I certify that the information provided in this application is true and complete. I understand that any false, incomplete, or misleading information may result in the rejection of my application or, if discovered after employment, immediate termination.

I authorize the employer to verify my information with previous employers, educational institutions, and other relevant parties. I waive any claims against the employer or its representatives for requesting, receiving, or using this information in evaluating my employment application.

I acknowledge that this application will remain active for 30 days. If I wish to be considered for future employment after this period, I must submit a new application.

I understand that this application does not constitute an employment contract. If hired, my employment may be terminated at any time, with or without cause or notice, unless otherwise required by law. I also understand that only an executive officer of the employer may enter into a written employment agreement that modifies these terms.

By signing below, I acknowledge and accept these terms and conditions.

 Signature

 Date

PLEASE RETURN TO CITY OF GERING ADMINISTRATION OFFICES:
 1025 P Street, Gering, NE 69341
 sgoss@gering.org
 308-436-6848