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POSITION: US Tour Management Intern  
DEPARTMENT: Sales & Tour Management  
REPORTS TO: Senior Tour Manager, US  
LOCATION: Denver, Colorado

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**US Tour Management Intern**

- Assist with securing Advance Team host families, office and car.
- Support the US Tour Manager with the production and development of the City Profile.
- Attend and participate in strategic tour planning meetings to communicate research completed, advance team, and schedule details.
- Prepare suggestions and participate in weekly check-ins/brainstorming sessions with each advance team.
- Communicate with the TM and Marketing Coordinator to produce city ready, marketing & media materials, tickets and press releases.
- Book advance service clubs, schools, festival booths and appointments for the advance teams prior to their arrival in the city.
- Participate in team debrief session after each city.
- Assist with tracking advance team city closing process.
- Run reports for online ticket sales and work with Director of Sales, Tour Manager, and accounting department to issue check to sponsors/beneficiaries within four weeks. (if any)
- Run host family survey reports and send thank you notes/gifts to advance team host families.
- Update email templates to communicate with constituents in tour regions.
- Assist in the solicitation of bus bids and ground logistics for upcoming tours along with research for PR transportation options and city-to-city transfers.
- Assist with the development of Promotion Staff training schedules, rooms and resources, and confirm appropriate trainers and guest speakers.

**REQUIRED SKILLS/EXPERIENCE:**

- Familiar with Up with People, its mission and vision.
- Bachelor's degree, preferably in communications, public relations, or non-profit management.
- Strong organizational skills with the ability to manage many complex tasks at once.
- Excellent oral and written communication skills.
- Demonstrated leadership and the ability to deal effectively and sensitively with diverse populations and the general public.
- Proven ability to meet deadlines and deliver on business agreements.
- Positive attitude with a willingness to take on projects and tasks at multiple levels.
- Ability and willingness to travel.
- Willingness to stay with host families on sponsorship trips.
- Detail oriented research and data recording skills.
- Interest in being part of a fast-growing organization.
- Ability to adapt quickly to change.
- Proficient computer skills including knowledge of Microsoft Excel, Word, and PowerPoint.

Up with People is an Equal Opportunity Employer.