



Division of Travel & Tourism Development Internship Program

Getting Started

We are proud of the high-quality professional experience we offer students in our internship program. Over the years, our interns have gone on to many impressive positions in the industry, aided in part by the real-world experience they gained at the Division of Travel & Tourism Development.

We typically accept no more than one intern per semester. No one is given special consideration during the selection process. The selection process is purely competitive. We choose our candidates just as if they were applying for a paid professional position.

Our interviewing process is intended to be a meaningful part of the experience we offer. We help candidates learn to manage the actual process they will face in the job market after graduation.

How and When to Apply

All internship program applicants should review the duties, expectations, and requirements below. Candidates should plan to approach the Division of Travel & Tourism regarding a potential internship at least six weeks before a potential start date. To apply, complete an *application form* and email or mail it with a *cover letter* and *resume* to:

New Hampshire Division of Travel & Tourism Development
ATTN: Internship
172 Pembroke Road
PO Box 1856
Concord, NH 03302-1856
travel@dred.state.nh.us

Duties and Expectations

Internship duties may include: developing New Hampshire itineraries geared toward individual and group travel, drafting media releases, distributing these releases to the media, learning to use and update the division's industry database and website, posting events and other items to the consumer website, performing industry-related research assignments, and assisting with various division projects.

Interns will have opportunities to attend and participate in: brainstorming sessions, internal and external meetings, and attend agency partner meetings.

Meaningful standards of performance apply to every intern. An intern who fails to meet performance standards will be asked to terminate the internship.

Requirements

- We expect interns to be proactive, responsible, professional, engaged, and enthusiastic.
- Interns are expected to adhere to the agency's professional dress code.
- Interns are asked to frequently provide feedback on their experience to the agency and formally meet with the intern coordinator mid-term and at the end of the semester to evaluate the intern's and the agency's performance.
- We do not offer paid internships. Instead, all interns must be receiving college or university credits for their internship.
- Only candidates who have completed at least their sophomore year will be considered.
- We expect interns to work a minimum of 12 hours per week.

About the New Hampshire Division of Travel & Tourism Development

The Division of Travel & Tourism Development, as part of the New Hampshire Department of Resources and Economic Development, works with the state's seven travel regions to increase visitation, travel, and visitor expenditures in order to expand business activity and employment throughout the state. The division is responsible for domestic and international advertising and public relations, literature publication and distribution, grant administration, and research to monitor and measure the impact of travel and tourism to the state.