

## Sales Virtual Internship

---

Department: Sales

Reports to: Tourism Specialist

### Summary

The Sales Intern will work closely with the Sales Team to develop new regional itineraries for both group tour and individual and family visitors, to evaluate current Museum promotions, and to streamline the process for responding to visitor reviews on third party sites and updating partner websites. **This is a virtual, unpaid internship.** We are looking for an intern who is interested in sales and tourism, and who shares our organizational values of excellence, stewardship, integrity, respect, service, and individuality. Interns at The Corning Museum of Glass not only contribute to our mission to *inspire people to see glass in a new light*; they also gain knowledge, skills, and experience working in a n internationally renowned glass museum.

### Responsibilities

#### Sales and Promotion

- Develop regional itineraries for both group tours and individual and family visitors in partnership with regional partners. Upon completion, present itineraries to a group of area partners through an online presentation.
- Evaluate current Museum promotions and provide recommendations, as necessary.

#### Administration and Content Creation

- Write a blog post on a topic in tourism for CMoG.org.
- Assist in replying to Museum reviews on third party review sites.
- Create Standard Operating Procedure document on updating third party review sites and replying to reviews.
- Assist in updating partner websites and create a Standard Operating Procedure document on the update process for each site.

#### General

- Support and amplify the Museum's commitment to diversity, equity, inclusion, and access.

### Learning/Training Opportunities

- Learn about our organizational communication and culture by attending One for All (all-staff), department, and team meetings.
- Improve career readiness through participation in learning opportunities provided by the Museum.
- Access to Safety, Information Security, and Institutional Wellness trainings.

- Gain experience using Microsoft Office 365 in an organizational environment.
- Learn about collaborating with others in a hybrid work environment.
- Gain experience communicating through presentations.
- Gain experience in third party review management.
- Gain experience in the creation of regional travel itineraries.
- Network with professionals in the field of sales and tourism.

### Qualifications

- Respect and exemplify the values of the Corning Museum of Glass in all interactions with colleagues, staff, volunteers and the public.
- Ability to represent the Museum in a professional manner.
- Adhere to all prescribed organizational and departmental policies and procedures.
- Ability to
  - work independently and as part of a team; strong collaboration skills.
  - work virtually and effectively adapt to various workplace environments.
  - meet deadlines and to handle multiple projects/tasks simultaneously.
  - Organize information.
- Experience or interest in sales, tourism, or a related area.
- Self-motivation with an aptitude for taking initiative on projects/ tasks.
- Responsive to feedback.
- Strong interpersonal skills; ability to work effectively and professionally with people at all levels, including external stakeholders.
- Proficient writing skills.

### Additional Benefits

- 25% Discount in The Corning Museum of Glass Shops and [shops.cmog.org](http://shops.cmog.org).
- 25% Discount in The Corning Museum of Glass Café when on site.
- Free admission to the museum for you and your guests.

### Application Instructions

Submit the following items to [interns@cmog.org](mailto:interns@cmog.org) by March 30:

- Current CV/resume
- Cover letter explaining your interest in the position and how it aligns with your career goals.