

DESTINATION
**BRYAN
TEXAS**

Position: Event Operations Intern

Job Type: Part-Time

Duration: Fall 2026 Semester (Option to extend based on performance and need)

Pay Rate: \$10.00/Hour

Reports to: Community Engagement Manager/Special Event Coordinator

ABOUT DESTINATION BRYAN:

Destination Bryan, a 501c(6) non-profit, is a destination marketing organization whose purpose is to drive economic growth to improve quality of life for our community through tourism marketing and destination development. This is accomplished through the promotion and development of Bryan, Texas tourism assets. Destination Bryan works in partnership with tourism industry-related businesses including lodging properties, restaurants, venues, attractions, activity providers, and other stakeholders. Primary core functions of the organization consist of marketing and advertising, promotion, group sales and services, fostering community partnerships, hosting events, package and product development, and general destination management of the community for tourism development and quality of life.

At DB, we are guided by our core values (**B.E.L.I.EF**):

- **Build Community:** Cultivate a supportive environment where trust, accountability, and inclusivity thrive, while being open to ideas from both internal teams and external partners.
- **Empower:** Support and uplift one another, our partners, and the community by converting challenges into opportunities and ensuring everyone feels included and valued.
- **Leave a Legacy:** Focus on making a lasting impact by improving the community and ensuring everything we do aligns with our goal to leave Bryan better than we found it.
- **Innovate:** Encourage curiosity, embrace competition, and ensure all ideas are heard, leading to personal and organizational growth.
- **Embrace Flexibility:** Adapt to changing circumstances with grace, maintaining a healthy work-life balance while remaining resilient and dynamic.

POSITION OBJECTIVES:

The Event Operations Intern will contribute to a passionate and purpose-driven team, supporting the planning and execution of key events and initiatives including both tourism and community focused events, tabling opportunities, and other community activations. This position is ideal for someone eager to learn, grow in the field of event operations, and gain real-world, hands-on experience working in a dynamic and creative environment.

MAJOR JOB FUNCTIONS:

- Assist in coordinating and providing on-site support for events, including but not limited to: First Fridays, Trick-or-Treat Street, Lights On!, the Lighted Parade, Bryan Ambassador Program, and additional community activations.
- Support communication with vendors, artists, performers, and venue contacts.
- Assist with internal documentation (e.g., inventory lists, check-in sheets, and event data tracking).
- Provide on-site event assistance including setup, logistics, attendee services, and teardown.
- Assist with compiling post-event reports including attendance data, survey summaries, and recommendations for improvement.

QUALIFICATIONS & REQUIREMENTS:

- Current student or recent graduate in Hospitality, Event Planning, Marketing, Communications, Tourism, or a closely related field
- Eligible to receive academic credit or complete as part of a university program (not required)
- Desire and enthusiasm to learn and gain hands-on experience in event execution and destination marketing
- Ability to work nights and weekends
- Must be able to work in Bryan, Texas and the Destination Bryan offices
- Ability to lift and carry up to 45 pounds
- Must be able to operate a motor vehicle and have a valid driver's license

WORKING KNOWLEDGE AND SKILLS:

- Capacity to multi-task and adapt quickly to a rapidly changing environment
- Strong oral and written communication skills
- Flexibility and ability to work in an ever-changing and dynamic environment
- Strong project management, problem solving, and organizational skills
- Collaboration within a team setting

APPLICATION PROCESS:

Interested applicants should send their resume and cover letter to Hayv Koutrach, Special Event Coordinator, at Hayv@destinationbryan.com. For additional questions, please call (979) 721-9506.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed in this position and is not all-inclusive of every job function. Position may be required to perform position-related tasks other than those specifically listed in this description.