



PO Box 387
224 W Main St. Ste 203
Boonville, IN 47601
www.visitwarrick.com

Position Title: Tourism Director

Position reports to and is supervised by: Warrick Tourism Executive Board

Position Description Summary

Director is responsible for activities for tourism in Warrick County.

Principal Activities

- Create tourism content for distribution across social media platforms, including website maintenance.
- Create content for and press release.
- Prepare media kits and distribute according to the activity being promoted.
- Maintain media database contact to promote Warrick County Tourism
- Major focuses on promoting tourism events, festivals, tourism venues, building relationships & connections with communities, government, and civic organizations throughout Warrick County.
- Serve as representative of Warrick Tourism at events as needed.
- Works with area non-profits and events to ensure events and locations are promoted.
- Provide guidance and assistance for those seeking grants from the Tourism funds.
- Works with staff and volunteers to implement and carry out other assigned duties.
- Create & maintain a catalog of all Warrick tourism assets
- Website updates,
- Other duties as assigned

Requirements

4-year degree or equivalent work experience

Strong proven Tourism Services, Marketing experience desired

Financial Organization / Bookkeeping experience highly recommended (Quick Books)

Valid driver's license

Proven Computer knowledge includes:

1. Word, Excel, Power Point, Website maintenance via WordPress Internet
2. Social Media formats
3. Database Management experience helpful
4. Event planning experience helpful

Physical Demands

- Sit / Stand: extended periods
- Verbal: Communicate in groups and one on one
- Cognitive: Ability to think in abstract, problem solve, remember, make decisions, instruct, coordinate, evaluate, and organize.
- Handicap Accessibility: Job may require access to some areas that are not handicap accessible.
- Lifting: Lift and carry up to 25 pounds.
- Agility: Be able to reach tight spaces such as behind furniture, under desks/counters.
- Travel to and from events and throughout the area is required. Access to own transportation is required.

Schedule of Hours

The position is salary with an expected 40 hours per week. Weekend and evening may be required to make sure Warrick Tourism is a partner with other organizations and events in the county. Some Tourism events may require evening and or weekend work. A generally consistent schedule will be determined by consultation Tourism Executive Committee. There is a 3-month probation period during which time training and goal setting will ensure both Tourism & employees are good fit.

Salary Range

Salary Range for Tourism Director ranges from \$ 40,000 – \$52,000 depending on total benefit package

Benefits

- Paid Time Off (PTO) provided based on Personal Policy Manual
- Paid holidays are off prorated based on work schedule.
- Mileage is reimbursed based on Federal Mileage Allowance.
- Health insurance available as part of total salary/benefit package

Send resume to
Warrick County Tourism
P.O. Box 387
Boonville, IN 47601

Or email to info@visitwarrick.com