



City of Wauwatosa Tourism Intern

SALARY	See Position Description	LOCATION	City Hall, 7725 W North Avenue, Wauwatosa, WI
JOB TYPE	Intern	DEPARTMENT	Tourism
DIVISION	Tourism	OPENING DATE	07/13/2026
CLOSING DATE	7/27/2026 11:59 PM Central	FLSA	Non-Exempt

Position Overview

The Tourism Intern conducts research and works on projects for the Tourism Specialist to gain knowledge and experience required for career development in the tourism industry. This internship will provide the intern with first-hand experience in promoting the City of Wauwatosa as a tourism destination.

This position works approximately 15 hours/week, Monday - Friday. This internship will run late August/early September - December, with the possibility of extension into 2027. The hourly rate for this position is \$16.88.

Essential Functions

The following duties are primarily performed and are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully to be qualified for the position. Other duties may be required and assigned.

- Conducts studies, performs research, collects data, and makes reports on various departmental activities and special projects.
- Helps to manage the Discover Wauwatosa website for content and functionality.
- Receives, directs, and assists in resolving inquiries from citizens or visitors.
- Reviews and edits departmental reports.
- Observes experienced workers to acquire knowledge of methods, procedures, and standards required for performance of duties.
- Completes other administrative duties as assigned.

Minimum Requirements

Education and/or Experience Requirements:

- Currently enrolled in an associate's or bachelor's degree program in tourism, public administration, marketing, or other related field.
- Prior customer service work experience preferred.

Licenses, Certifications, and Other Requirements:

- Requires a valid Driver’s License.

Minimum Knowledge, Skills, and Abilities Qualifications

In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.

- Interest in a career in the tourism industry and in local government.
- Strong written and oral communication skills.
- Customer service and interpersonal skills required.
- Proficiency with Microsoft Office software, specifically Word, Excel, and Outlook.
- Prior experience with PowerPoint, website content management software, and database software preferred.

Additional Information

Physical Requirements

While performing the duties of this job, the employee is frequently required to sit, twist and reach. The employee is frequently required to use hands to finger, handle, or feel. The employee is also regularly required to talk and hear, in person, in meetings and by telephone. They will need to interact with city management, employees, other governmental officials, contractors, vendors, employees and the public; read and interpret data, information and documents; analyze and solve problems. The employee is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. The employee must be able to safely lift and carry up to 10 pounds occasionally.

Work Environment

The work environment is a standard office environment that is usually quiet. Various activities, research, and assignments may necessitate work at or in other locations at the City of Wauwatosa.

Benefits

N/A

Employer

City of Wauwatosa

Address

7725 W North Avenue

Wauwatosa, Wisconsin, 53213

Phone

(414) 479-8992

Website

<http://www.wauwatosa.net>