

## **Events & Design Specialist**

Visit Baton Rouge has a current opening for the Events & Design Specialist!

This position will be responsible for assisting in the development and implementation of special events and event marketing projects for Visit Baton Rouge. In addition, this position will provide graphic design support to Visit Baton Rouge staff and the Baton Rouge Film Commission.

Responsibilities include:

- Provide logistical support in the development and execution of Visit Baton Rouge's projects and special events to include; assist staff with the development and branding of events which may include securing and scheduling of venues, vendors, caterers, shuttles, and entertainment.
- Provide creative and graphic design support to Visit Baton Rouge staff relating to the production of promotional and marketing materials which may include invitations, flyers, posters, banners, compilation of bid books, resizing advertisements, and social media management for the Baton Rouge Film Commission.
- Provides graphic and logistic support for the Baton Rouge Film Commission to include graphics, photography, script reading and site tours. Social media management as well as design and content for [filmbatonrouge.com](http://filmbatonrouge.com) will be required.

The Destination Services Coordinator must have the following qualifications:

- College degree or equivalent relevant experience in related field
- Strong graphic design experience – proficient in Adobe Creative Suite
- Strong verbal and written communication skills
- Must be very flexible and have the ability to multi-task and meet set deadlines

Visit Baton Rouge is an Equal Opportunity Employer

Contact information:

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