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Millard County



www.millardcounty.org

Public Safety Building
765 South HWY, 99
Fillmore, UT 84631

Satellite Offices – Delta
71 South 200 West ◦ P.O. Box 854
Delta, UT 84624
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Millard County is now accepting applications for an Assistant Tourism Director. Below is the Job Description and details. Please Email applications to jnielson@co.millard.ut.us no later than 5:00pm on April 13th.

General Purpose

Performs a variety of professional, and assigned tasks of assisting the Tourism Director to effectively encourage and promote tourism in Millard County. Aides the Director in relationships with local hotel/restaurants and attractions/events in the Millard County area.

Supervision Received

Reports directly to the Millard County Tourism Director

Essential Function:

- Assist the Tourism Director in understanding TRT and TRCC and understanding the revenue budget.
- Help promote all events and attractions in Millard County.
- Aide the Tourism Director in preparing for Tourism Board Meetings and provide guidance and information for the meeting.
- Help maintain a relationship and work closely with Avalaunch Media.
- Work closely alongside the Tourism Director with local newspapers and radio to promote Millard County and events.
- Attend conventions, Tourism on the Hill, and any meeting that helps promote Millard County with the Tourism Director.
- Assist in the completion of filming Project named Rove-it
- Help and assist in writing Utah Office of Tourism Grants alongside Delta Area Chamber of Commerce and the Tourism Director.
- Assist in the design and publication of Explore Guide and brochures.
- Continue to help build an email list and promote the Tourism newsletter
- Work closely with the Millard County Fair Board and the Friends of the Territorial Statehouse Park to plan the Fair.
- Aide the Director in maintaining a relationship with the Great Basin Heritage Area include grant information, partnering with them and helping promote each other.
- Assist in the preparation of the annual budget for Tourism.
- Perform various tasks assigned by the Tourism Director.

Hours: Part Time- 29 Hours every 2 weeks

Pay: \$22.19

Term: One Year