

Courthouse - Fillmore
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Fillmore, UT 84631-5504
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Commission Secretary:
(435) 743-6223
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Millard County

www.millardcounty.org



Satellite Offices – Delta

71 South 200 West ◦ P.O. Box 854
Delta, UT 84624
Phone: (435) 864-1400
Fax: (435) 864-1404

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 as secretary to the Millard County Fair and Fillmore Jamboree.

Supervision Received

Reports directly to the Millard County Tourism Director

Essential Function:

- Assist the Tourism Director in following, maintaining and understanding the revenue budget
- Take an active role as secretary of the Millard County Fair, Fillmore Jamboree and other roles as assigned by the Tourism Director
- 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 or photography projects for Facebook, Instagram, Explore Guide and Avalaunch Media
- Assist in the design and publication of Explore Guide and brochures.
- Help and assist in gathering information, provide input in writing grants to further assist Millard County Tourism in promoting the Great Basin Territory of Utah.
- Continue to help build an email list and promote the Tourism newsletter.
- Have knowledge of attractions and locations to guide visitors to their destinations.
- Work as directed with the Visitors Centers, Chamber and Great Basin Museum.
- Assist Tourism Director with building relations with Hotels, RV parks, Restaurants, Museums and other tourism related businesses. Semi annual visits.
- Aide the Director in maintaining a relationship with the Great Basin Heritage Area, partnering with them and helping promote each other.

Hours: Part Time- 29 Hours every 2 weeks

Millard County is an Equal Opportunity Employer and an At-Will Employer