**INTERNSHIP DESCRIPTION**

Job Title:Corporate Partnership Intern

Department: Business Operations & Sponsorship

**SUMMARY**

The primary goal of this highly competitive internship is to provide a learning experience that will allow interns to gain adequate knowledge of how a top sports business office operates and help prepare interns for immediate postgraduate employment opportunities within the sports industry.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Assist in planning sponsor related game day events/give-a-ways.
* Assist in coordinating sponsor related promotional events and projects.
* Assist in planning and schedule Player and Coach Appearances.
* Member of game day staff.
* Assist in ordering season, single game, post season tickets for sponsors. Prepare internal forms for ticketing and accounting.
* Prepare fulfillment letters, proposals and end of year recaps.
* Work with Special Events to coordinate various events.
* Schedule, coordinate and deliver tickets/credentials for sponsorship tailgate parties and other events.
* Coordinate any special projects for sponsors.
* Assist with Business Alliance.

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

College juniors and seniors only. Sports Management, Marketing, Advertising, or similar majors preferred. Sales experience a plus. College credit preferred, but not necessary. Juniors and seniors only.

**Communication Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

Competency with Microsoft Office Suite.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* While performing the duties of this job, the employee is constantly required to sit and use hands to operate telephone, type and operate computer and mouse. The employee is frequently required to talk, hear, and bend and twist neck. The employee may occasionally lift and/or move up to 10 pounds and rarely lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* While performing the duties of this job, the employee is in a typical office environment.
* The noise level in the work environment is usually moderate, but occasionally noisy.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_