Spring 2015 Corporate Sales, Broadcasting and Marketing Intern

Summary:

The Corporate Sales, Broadcasting and Marketing Intern will work January-May 2015. The position will report to the corporate sales coordinator but will receive direction from members of the whole department.

Skills Required:

- Proactive
- Self-driven
- Strong writing skills
- Positive attitude
- Detail oriented
- Organizational Skills Needed
- Must be able to Multitask
- Adobe Photoshop/InDesign experience preferred

Duties:

- **RECAPS/RENEWALS:**
  - Gather supporting documentation to help us review the season with our clients
  - Organizing photos and contracted inventory into high-quality presentations
  - Attention to detail and strategic formatting skills are essential during this process
- **RESEARCH/PROPOSALS:**
  - Scarborough Research Systems and the functionality to help build informative proposals
  - Participate in building informative proposals to drive new business
  - Create professional graphs/charts that will be used in presentations
- **SPONSORSHIP HANDBOOKS:**
  - Assist the Corporate Sales Coordinators in building handbooks with appropriate specifications and deadlines for various marketing elements
  - This project requires acute attention to detail
- **KIDS CLUB:**
  - Work closely with the director of the Kids’ Club to build on a successful 2014 season
  - Create innovative ways to keep kids interested during the offseason
- **EVENTS:**
  - The intern must be prepared to help with all events that take place in the offseason throughout the term of their internship (including events outside office hours)
    - NFL Draft Party
- **OFFICE DUTIES:**
  - Daily office duties as assigned
    - FedEx, organization, mailings, taking inventory photos