



PrimeTime Sports & Entertainment Inc.

199 Bay Street Suite #2200,
P.O. Box 447
Commerce Court Postal Station
Toronto, Ontario, M5L 1G4

Summer/Fall Internship Contract

Internship Term: May 1, 2018 – December 1, 2018

Intern Details

Supervisor: Patrice Whiffen
Director of Marketing
patricewhiffen@primetimesport.ca
519-868-2399

Expected Hours Per Week: Part-time internship, roughly 5-10 hours weekly, with increased hours on event days and days leading up to major events. Internship duties can be completed from home, on the intern's own time, as long as they participate in any scheduled calls or meetings.

Events Assistant Internship Role/Details

- Intern will work daily with their supervisor on Marketing and Sales for all PTSE events
 - o Upcoming events include, but are not limited to the 2018 GTHL Legacy Classic Golf Tournament, The 11th Annual PrimeTime Sports Management Conference & Trade Show and any Canadian Football League Alumni Events surrounding the 2018 Grey Cup
- Intern will take on aspects of each event and work directly with their supervisor on all event-related tasks
- Intern will be responsible for a variety of different projects including but not limited to: sales and sponsorship, prizing donations, sampling and food and beverage vendors, trade show vendors, event management, creating marketing materials, organizing conference calls and working on site at sanctioned events.
- Intern MUST have access to a car