



## **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.

### **Corporate Partnerships Internship Role/Details**

-Intern will be responsible for soliciting companies and individuals to develop corporate partnerships (cash or contra) for PrimeTime related events

- Upcoming events include, but are not limited to the 2018 GTHL Legacy Classic Golf Tournament, The 11<sup>th</sup> Annual PrimeTime Sports Management Conference & Trade Show and any Canadian Football League Alumni Events surrounding the 2018 Grey Cup
- Intern will be responsible for creating sales and sponsorship materials to aid in their sales quest
  - o Soliciting individuals and companies to purchase delegate passes, or negotiate group sales
- Intern will be responsible for soliciting trade show booth sales for the upcoming PrimeTime Sports Management Conference 2018
- Intern will be responsible for compiling lists of companies, targeting specific groups
- Intern will also be responsible for soliciting donations for prizing, giveaways, gift bags
- Intern will be responsible for participating in weekly conference calls, occasional meetings and all PrimeTime sanctioned events