

PRIMETIME EVENTS ASSISTANT INTERNSHIP

SUMMER/FALL 2019

TERM: MAY 1, 2019 - DECEMBER 1, 2019



INTERN DETAILS

- PART-TIME COMMITMENT (5-10 HOURS WEEKLY)
- 10+ HOURS DURING EVENT PREP AND MAJOR EVENTS
- INTERNSHIP DUTIES MAY BE COMPLETED FROM HOME
- MUST PARTICIPATE IN MANDATORY WEEKLY CALLS, AND REQUIRED MEETINGS

INTERNSHIP ROLE/DETAILS

- Intern will work daily with their supervisor on Marketing and Sales for all PTSE events
- Upcoming events include, but are not limited to, the 2019 GTHL Legacy Classic Golf Tournament, The 12th Annual PrimeTime Sports Management Conference & Trade Show and any Canadian Football League Alumni Events surrounding the 2019 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, samples and food/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



SUPERVISOR

**PATRICE WHIFFEN,
DIRECTOR OF MARKETING**

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