

PRIMETIME EVENTS ASSISTANT INTERNSHIP SUMMER/FALL 2021

TERM: AUGUST 1, 2021 - DECEMBER 1, 2021



INTERN DETAILS

- PART-TIME COMMITMENT (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 14th Annual PrimeTime Sports Management Conference & Trade Show and any Canadian Football League Alumni Events surrounding the 2021 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, prize 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
- Intern will also be responsible for providing on-site Conference support November 14-16 2021 at the Westin Harbour Castle Hotel in Toronto



SUPERVISOR

**PATRICE WHIFFEN,
DIRECTOR OF MARKETING**

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