

PRIMETIME COMMUNICATIONS INTERNSHIP

SUMMER/FALL 2024

TERM: MAY 2024- DECEMBER 2024



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 be in charge of executing daily posts on behalf of PTSE social media (includes Instagram, Facebook and X)
- Intern will be responsible for posting content created by PTSE, in addition to their own researched content, as approved by their supervisor
- Intern will be responsible for executing online contests, giveaways, and any online promotion of upcoming 2024 events, as per the instruction of their supervisor
- Upcoming event includes, but is not limited to: The 17th Annual PrimeTime Sports Management Conference & Trade Show
- Intern will be responsible for reaching out to relevant media corporations (print, digital, radio, TV), construct press releases, generate media accreditation, and promote the PTSE 2024 events
- Intern will also be responsible for writing web content for the PrimeTime website regarding Speaker biographies and providing full on-site Conference coverage November 2024 at the Westin Harbour Castle Hotel in Toronto



SUPERVISOR

**PATRICE WHIFFEN,
DIRECTOR OF MARKETING**

PATRICEWHIFFEN@PRIMETIMESPORT.CA

519-868-2399

To apply, please send a resume and cover letter to patricewhiffen@primetimesport.ca before May 1, 2024.