

# PRIMETIME EVENTS ASSISTANT 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 work daily with their supervisor on Marketing and Sales for all PTSE events
- Upcoming event includes, but is not limited to, The 17th Annual PrimeTime Sports Management Conference & Trade Show
- 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 will also be responsible for providing on-site Conference support November 2024 at the Westin Harbour Castle Hotel in Toronto



## SUPERVISOR

**PATRICE WHIFFEN,  
DIRECTOR OF MARKETING**

[PATRICEWHIFFEN@PRIMETIMESPORT.CA](mailto:PATRICEWHIFFEN@PRIMETIMESPORT.CA)

519-868-2399

To apply, please send a resume and cover letter to [patricewhiffen@primetimesport.ca](mailto:patricewhiffen@primetimesport.ca) before May 1, 2024.