



JOB DESCRIPTION

POSITION: Partnerships (Sponsorship Sales) Intern
DEPARTMENT: Partnerships Sales
REPORTS TO: Partnerships Fulfillment Coordinator
STATUS: Unpaid, College Credit Only

SUMMARY: The Partnerships Intern will be responsible for assisting in the implementation and fulfillment of sponsorship benefits at sports and entertainment venues across South Florida, including the 2014 Discover Orange Bowl.

ESSENTIAL FUNCTIONS:

Sponsor Fulfillment

- Assist in the coordination and execution of sponsor deliverables during Orange Bowl Festival events including, but not limited to:
 - Orange Bowl Youth Football Alliance Park of the Week
 - Orange Bowl Youth Football Alliance Championships
 - Orange Bowl Youth Football Alliance Cheer and Dance Championships
 - Orange Bowl Basketball Classic
 - Orange Bowl Kick-Off Party
 - Orange Bowl Coaches Luncheon
 - Orange Bowl Rhapsody
 - Orange Bowl Game Day Fan Zone
 - Orange Bowl VIP Pregame Party
 - Discover Orange Bowl
- Assist in the fulfillment of sponsor benefits including, but not limited to:
 - Tickets and parking passes
 - Media and marketing benefits (game program ads, in-game video spots, etc.)
 - Sponsored event elements (signage, décor, gifts, donated product, etc.)
- Assist in the development of production manuals and other organizational reports that include pertinent sponsor information
- Assist in coordination of Sponsor appreciation events
- Monitor the organization's website to ensure sponsor deliverables are being accurately represented
- Assist in production of annual sponsor proof of performance reports
- Assist with the overall communication of information between the Sales team and other OBC departments
- Other duties as assigned by supervisor

Travel Network

- Assist in the Orange Bowl Travel Network program, including but not limited to, acquiring hotel and travel partners, maintaining relationships with Travel Network partners, and monitoring the Travel Network webpage.

General

- Maintain professional relationships with sponsors and colleagues
- Represent the Orange Bowl Committee in a professional manner during sponsor activities, various South Florida functions, and other business related forums
- Assist on special projects, as assigned by supervisor

Qualifications

- Highly organized and demonstrated attention to detail
- Able to manage, prioritize and bring to completion multiple projects
- Ability to work under pressure and autonomously
- Ability to multi-task on numerous projects in a short timeframe
- Ability to be a team player and also a leader when required
- Ability to work nights and weekends
- Proficiency in MS Outlook, Word, Excel, and PowerPoint. Photoshop and Publisher a plus
- Must be available to work ALL Orange Bowl Committee events (weekdays and weekends) including but not limited to the Orange Bowl Youth Football League
- Other tasks as assigned by Department Heads.

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