



National Collegiate Basketball Hall of Fame The College Basketball Experience

1401 Grand Boulevard, Kansas City, MO 64106

Sales, Marketing and Event Staff Intern

The Sales, Marketing and Event staff intern will display the ability to handle multiple tasks and responsibilities, with a willingness to work flexible hours. This person will be outgoing with extremely good social skills, customer service, and professional demeanor.

JOB DUTIES

Sales Leads

- With tools given, and via internet searching, maintain database for Sales Director

Social Media videography and photography

- Content generation for various projects
- Constant evaluation of daily activities which are opportunities for promotion
- Generate ideas, shoot video footage and photos, and edit to integrate with social media campaigns and other special projects
- Experience in video production (experience shooting video with a DSLR camera a plus) and editing (proficiency in Adobe Premiere Editing Suite a plus)

Promotions/Street Team

- Inventory and preparation for promotional events (enter to win forms, brochures, rack cards, giveaways, etc)
- Load and set-up, tear-down and unload promotional tables, games, etc
- Excellent brand and company representation when engaging with consumers
- Prepare summaries of event
- Enter all consumer data gained from Enter to Wins

Facility Maintenance

- Assist facility managers in maintaining equipment and supply inventory

Ongoing

- Conduct industry research to expand upon promotional and marketing opportunities
- Handle general office duties, including: research, data entry, answering phones, copying and filing
- Other duties as assigned

QUALIFICATIONS and REQUIREMENTS

- College junior or senior preferred with a focus in sales, marketing, event planning, graphic art, advertising, public relations, business, hospitality or similar field and sports or entertainment industry experience
- Ability to communicate effectively with a diverse population, including strong verbal communication skills
- Ability to handle numerous projects simultaneously and meet deadlines
- Able to work flexible hours including holidays, evenings and weekends and outdoors in varied weather
- Self-starter, creativity, flexibility, knowledge of marketing and promotion tools
- Proficient in MS Office applications
- Current driver's license and own transportation is required
- Must be able to lift and maneuver a minimum of 50 pounds, climb ladders, carry, walk, sit, push, pull, and move continuously during work hours

Position requires a minimum 20 hour per week commitment.

To apply, please submit a letter of interest and resume to Celeste@thebbe.net.