



2018 Operations and Sponsorship Support Intern:

Job Description

- Assist with a variety of organizational tasks related to the planning, coordinating and execution of logistics for all CSF related events - primarily the 2018 Belk College Kickoff Game, 2018 Dr Pepper ACC Football Championship Game, 2018 Belk Bowl Game and the respective team and fan events.
- Assist with general administrative duties including but not limited to event recaps, vendor orders, securing price quotes and meeting planning.
- Assist with sponsor/partner fulfillment in relation to sponsor events and communication.
- Assist with building sponsorship proposals, general communication with sponsors, vendor lists, and internal sponsor fulfillment for all CSF related events and entities.
- Aid in the 2018 Belk College Kickoff Game and 2018 Belk Bowl operations, as well as participating teams' bowl week coordination.
- Assist with CSF and game related marketing, signage plans and execution.
- Assist Associate Executive Director and Director of Ticket Operations with credential distribution, sponsorship ticket fulfillment, and hospitality.
- Assist with in-game run of show development and coordination of 2018 Belk College Kickoff Game and 2018 Belk Bowl.

Qualifications

Qualified applicants should be self-motivated, highly organized, proactive, able to work under pressure, excellent communicator, willing to accept long hours, as well as, possess a high work ethic and attention to detail. Applicants must also be able to lift and carry objects up to 30lbs and should be overall familiar with Microsoft Office; including proficiency in Microsoft Excel and PowerPoint. This position reports directly to the Associate Executive Director.