



INTERN POSTING



TITLE: INTERN– Marketing/Group Sales

LOCATION: Rose Quarter (Portland, OR)

Department:	Marketing and Group Sales
Reports To:	Marketing Manager/ Assistant Marketing Manager
Hours:	15-40 hours a week
Compensation:	None: For College Credit Only
Length of Internship:	Length is based on performance, school requirements, and/or business needs.

REQUIRED: Open to COLLEGE STUDENTS ONLY, Undergraduate, and Graduate Students. Must receive academic credit (students are required to provide documentation of receiving academic credit for the internship experience). Travel and housing arrangements are the responsibility of the student.

Job Summary/General Description:

The Marketing/ Group Sales Intern will provide support for both the Marketing department and the Group Sales department. The Marketing/Group Sales Intern will work closely with both departments since there is much integration between the two departments.

Essential Duties and Responsibilities:

- Provide marketing support for concerts, family shows, sporting events and other miscellaneous events, which includes nights and weekends
- Responsible for coordination of collateral material such as promotional pieces, media releases, schedules, calendars, monthly newsletter, etc
- Responsible for maintenance of all contact lists/ databases
- Assist with various projects involving research
- Assist with internet content and reporting
- Assist in the development and design of contests that grow permission based databases
- Perform clerical duties as assigned
- Organize mass mailings
- Data entry as needed
- Participate in brainstorming sessions
- Perform all other duties and responsibilities as assigned

Job Qualifications & Requirements:

- Must be currently enrolled in a community college, junior college, or 4-year college or Graduate school.
- Marketing, Communications, Business Management, or Sports Management major preferred.

Skills and Abilities:

- Highly organized, detail-oriented. Able to make independent decisions; quick learner; problem solver.
- Excellent computer skills and proficient in MS Word, Excel and Access. Outlook beneficial.
- Demonstrate excellent follow-through.
- Excellent written and oral communication skills.
- Detail oriented w/ excellent organizational skills

Application Instructions: (Accepting applications and resumes until position is filled.)

Email resumes to jobs@rosequarter.com