

Sponsorship Fulfillment Assistant Internship

Quad Cities River Bandits

Davenport, IA

Salary: Hourly

**Status: Full Time
Internship/Trainee**

Start Date: March 2nd

**Submit Your Résumé to:
shawn@RiverBandits.com**

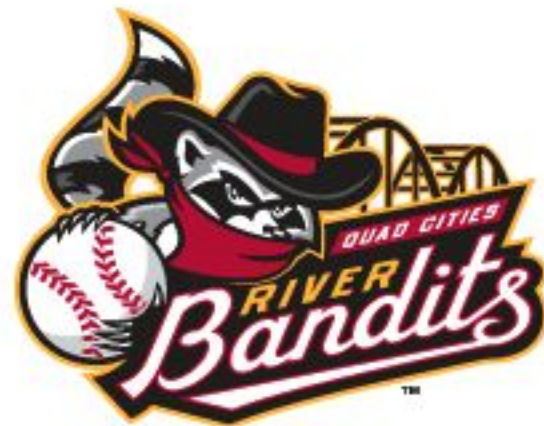
Club Contact:

Shawn

Tel: (563) 324-3000

209 S. Gaines St.

Davenport, IA 52802



JOB DESCRIPTION:

Our Sponsorship Fulfillment Assistant Internship position is designed for someone who wants to gain first-hand experience at a MiLB team building and implementing sponsorship agreements. Essential Duties and Responsibilities include the following: -Create sponsor agreements and proposals with details from sales rep, VP or GM. Adobe Suite experience is a must. -Help with the preparation and execution of sponsor events -Assist in sign printing, mailing and ticket orders for sponsors -Communicate and assist production with game-day sponsors elements -Organize and maintain inventory spreadsheets -Assist leadership team, sales team members, and other departments with other assigned duties and tasks

EXPERIENCE REQUIRED:

Qualifications: Working towards or recently completed a 4-year degree in Sports Management or related field, strong personal/team work ethic, high level of integrity, ability to work in a fast-paced environment, ability to work flexible hours, including evenings, weekends and holidays, must be able to lift at least 50 lbs., work in various weather conditions, proficient in MS Office and Adobe Suite, ability to work all 70 home games plus other outside events, ability to work independently and self-motivated, and the ability to handle multiple task at once. Compensation: This is a seasonal internship position. No housing provided. Food voucher included on game days. Work shirts and polos provided. Apply: Send resume email to Shawn Brown: shawn@riverbandits.com