Sample Job Description #7:
Marketing and Promotions Internship – XYZ Sports Organization (TEST ORGANIZATION)

XYZ Sports Organization is currently recruiting a team of Marketing & Promotions Interns also known as the Buckeye Careers Action Team. This position is an integral part of the Marketing & Promotions Department, and focuses on grassroots marketing of our brand through the community. This position will be required to work all home (17) games, at least 5 soccer tour events, and selective promotional events throughout the season. The primary purpose of this internship is to interact with fans at offsite events and on game day. The Buckeye Careers Action Team will report directly to the Fan Development Coordinator, and will work closely with the Senior Vice President of Sales & Marketing, Director of Marketing & Promotions, Advertising & Promotions Manager and Digital Content Editor.

Responsibilities:
- Assist XYZ Sports Organization in reaching out the community through grassroots marketing efforts
- Staff soccer tour at appearances during the week and weekends at local events. These functions take place at various times during the week including days and nights
- Set-up & and maintain interactive booths, tents, TV, vehicles, props and large inflatables
- Distribute XYZ Sports Organization promotional material throughout the community and be capable of answering general questions regarding the organization
- Work additional outside promotional events
- Assist in all elements of game day operations during all 17 home games which include but are not limited to:
  - On-field contest and presentations
  - Halftime activities
  - Plaza set-up including soccer tour and other elements
  - Giveaways pre-game and post-game
  - Mascot liaison to assist Brutus Buckeye
  - Various other duties assigned by the Marketing & Promotions department

Requirements:
- Undergraduate students with an overall GPA of at least 3.0
- Graduate students with an overall GPA of at least 3.3
- Must have great customer service skills, be well organized, enthusiastic and goal-oriented
- Flexible hours a must as most events are on nights and weekends
- Must be reliable, self-motivated and able to work ALL home games