ATHLETIC EVENTS

PROJECT & EVENT INTERNSHIP

The Project and Event Coordinator Co-op Intern position will serve to provide the student with a well rounded experience in a variety of key areas such as community outreach, sponsorship, event coordination and staff management. Reporting to the Event Manager, the Intern will assist in event preparation/logistics/promotions, staff scheduling/supervision, ticketing, game day production, and event reconciliation. The position will also serve to promote our youth programs and establish relations with various community clubs and groups to attend Athletic Events.

Temporary (4-8) Month appointment available:
Regular Work-Week: 20-25 hours / week
The position is an unpaid internship that can be used for course credit or on a volunteer basis.

As the Project & Event Intern you will:
- Provide support in day to day administrative tasks (i.e, staff training manuals, event reconciliation, invoicing, financial reporting, ordering promotional materials, filing etc.)
- Assist with the organization and coordination of special events
- Collaborate with colleagues in the development and implementation of strategic marketing and promotional plans to increase attendance, revenue, support, awareness and exposure for U of A Athletics
  o Develop and execute a sales plan for group and flex pack tickets
  o Distribute marketing collateral throughout the University and Edmonton area
  o Act as an account executive responsible for generating new sales by calling past ticket buyers and potential new leads as well as calling current ticket holders
  o Perform ticketing system functions
- Assist in youth/student outreach promotions and programs
  o Promotion of Kids in the Crowd, Kids go Free, Faculty nights, etc
- Assist with staff and community database development
- Leadership role with the A-Team promotions team
  o Assist with implementation of game day promotions and in-game sponsorship elements to enhance game day atmosphere and fan experience
- Assist with HR tasks such as recruiting, interviewing, onboarding and evaluation
- Manage the organization of various marketing/sponsor files
- Work with Event Management team to fulfill sponsorship commitments

The ideal candidate will be/have:
- Currently enrolled in a program concentrating in Marketing/Business Administration or Sport Management.
- Detailed, organized and comfortable taking initiative to independently manage their own projects and time
- A Strong leader that possess great interpersonal skills
- Excellent oral and written communication skills with the ability to create, edit and/or format correspondence and various documents
- Strong Computer skills (e.g., MS Office, excel)
- Proven ability to exercise a high level of initiative and responsibility
- Able to solve problems in an efficient and effective way

Please Forward Cover Letter and Resume to:
jon.krywulak@ualberta.ca
or deliver to 2-420 Van Vliet Complex

Thank you to everyone who applies however only those individuals’ best qualified for the internship will be contacted!