



Sponsorship Intern

Description

ArtsQuest is seeking summer 2016 Sponsorship & Marketing Intern(s) to assist our team, working closely with the Senior Vice President of Marketing and Corporate Partnerships, Director of New Business Partnerships, Business Development Manager and the Marketing and Development Coordinator. Our intern(s) will gain valuable real world experience in the development and execution of sponsorship and fundraising as well as relationship development with corporate sponsors and some of the largest brands in the country including the **Yuengling Brewery, Jack Daniels, Martin Guitar, Bridgestone, Wells Fargo, Sony PlayStation, PNC Bank**, and many more. This position would be great for a marketing / advertising / non-profit business management or communications major. Other applicable areas of study may apply.

Responsibilities may include:

- Assist with brand activation during Musikfest, the nation's largest free music festival, along with other events like Soccerfest celebrating the 2016 Copa America Centenario, patriotic holidays, Levitt Pavilion SteelStacks Free Concert Series and other festivals and events
- Facilitate contract fulfillment and festival exhibitor communications including on-site at festivals and events for sponsors, small exhibitors and large national brand tours.
- Assist with proposal development, including creative brainstorming and design of the proposal
- Work with Marketing team to create and activate contests with partners
- Capture experiences with photos and video to be shared on ArtsQuest social media sites
- Create sponsorship recap reports showcasing sponsor exposure and fulfillment
- Communicate with current and potential sponsors on various offers and opportunities at Musikfest and other events
- Work within CRM database to manage and track current and prospective sponsor information
- Attend sponsorship and marketing meetings, as schedule permits as well as meetings with current and potential sponsors.
- Interns will be required to work at least **16-24** hours or as needed to fulfill credit requirements including all 10 days of Musikfest

Qualifications:

- Currently enrolled in a full time undergraduate or graduate degree program focusing in Business Administration, Corporate Communication, or a related field
- Enjoys working in a fast-paced and creative environment
- Excellent written and verbal communication skills
- The ability to work independently and as part of a team
- Working knowledge of Microsoft Office is preferred
- Knowledge of Prezi presentation software and the desire to learn is a plus

If you are interested in applying to the internship outlined above, please visit our website at www.artsquest.org/internships and fill the application form. If you have any questions please contact internships@artsquest.org.