



## Heart O' Texas Fair & Rodeo Internship - Marketing & Sponsorships

### ***Responsibilities:***

- Support overall marketing & sponsorship department
- Assist with writing and distributing marketing/sponsorship collateral materials for the Extraco Events Center to include, but not limited to, programs, posters, invitations, reports, agreements, etc.
- Assist with sponsorship programs
- Assist with sponsor meeting preparations
- Marketing and sponsor research
- Assist in implementing new technology and new marketing strategies
- Assist in executing marketing plan

### ***Other Duties:***

- Act as staff representative with volunteers and public
- Other duties as assigned

### ***Qualifications:***

To successfully complete this job, the following skills are necessary:

- Ability to work independently and solve problems
- Excellent PC skills with knowledge of all Microsoft applications
- Organized, efficient, able to multi-task
- Self motivated with a positive attitude
- Excellent communications and public relations skills, both written and verbal

### ***Reports to:***

Senior Division Manager of Marketing & Sponsorships

### ***Education and/or experience:***

Currently enrolled as a college/university sophomore, junior or senior pursuing a degree in business, marketing, journalism, communication, agriculture, or a related field.

### ***Compensation:***

Hourly

### ***Time Commitment:***

- Required to work an average of 15 hours per week
- Aug. 29 - Oct. 16, 2022
- Flexible scheduling

### **Send Resume To/For More Information Contact:** Senior

Division Manager of Marketing & Sponsorships

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