Winston-Salem Dash
Class A-Advanced Affiliate of the Chicago White Sox
Position: Sponsorship Services Trainee

Reports to: Sponsorship Services Department
Start Date: January 15, 2016 and May 1, 2016 (flexible with academic schedule)
End Date: August 31, 2016 (flexible with academic schedule)
Compensation: College credit available - This position is non-paid.
Status: Part-time, seasonal

Intern Job Description:
Sponsorships are crucial revenue generators for the Dash all year long. Dash sponsorships are unique, comprehensive partnerships that limit the number of sponsorship opportunities in our ballpark and allow category exclusivity for our sponsors. Our sponsorship contracts are filled with unique advertising, memorable experiences and unsurpassed customer service. The Sponsor Services department primary role is to retain our sponsors for the long-term and ensure that their contracted assets will be used and their experience first-class.

Duties and Responsibilities:
Office duties:
- Sponsorship fulfillment – ensure that sponsorship contractual elements are fulfilled
- Organization – assist in keeping sponsor promotional inventory and PlayBall programs orderly and up-to-date
- Support – build and maintain inventory of sponsor promotion items
- Promotions Tracking – collect pertinent information about sponsor promotions/giveaways at the ballpark, including a number of giveaways, attendance, PA reads, videoboard recognition
- Friends & Family coupon redemption – enter coupon data into a spreadsheet on a monthly basis, verify coupon quantities received from each retail location and provide redemption data to Accounting Dept. for payment
- Photo Inventory – assist with the organization of photos from previous into the correct sponsor folders for easy access during annual report process, keep a running list of the photos captured for each sponsor as well as outstanding photos that need to be captured
- VIP Treatment - take sponsor guests on VIP tours as requested
- Perform other duties as assigned.

Game day and in-game duties:
- Promo Inventory - ensure promotional items, redeemable inside the stadium, are stocked and organized at the customer service kiosk
- Suite Setup – help with the set-up of all suites prior to each Dash home game and review catering orders with hospitality staff for accuracy
- Sponsor Gifts - distribute hats to hospitality areas pre-game
- Photographers – assist in communicating and capturing photos needed to document sponsor activity and promotions as well as primary “hospitality” and suite photographer for each game night
- Assist with tarp pulls as needed
- Assist with any in-game Sponsor promotions or presentations
- Other responsibilities as needed

Experience Required:
- The ability to work nights and weekends during the Dash’s 2016 season.
- Previous experience working in sports is a plus.
- Applicant should be a team player who is creative, driven and motivated for success.

More information: For more information E-mail Mimi Driscoll mimi.driscoll@wsdash.com. To apply please submit a resume and cover letter.