



## **CONSTANT CENTER MARKETING GRAPHIC DESIGN INTERNSHIP**

### **Hours Required:**

One part time (at least 16 hours per week) position is available. Interns must be available for selected events and grassroots activities that occur on evenings and weekends. The position runs in conjunction with spring and fall college semesters.

### **Job Description:**

The Ted Constant Convocation Center, Hampton Roads premier sports and entertainment facility and home of ODU Basketball, is looking for a highly dedicated individual with an interest in graphic design, marketing and advertising for a design internship at Ted Constant Convocation Center. The intern will contribute to the production of all marketing and group sales collateral material. Internships are available during the Fall and Spring semesters. **This position is unpaid.**

Responsibilities specifically include laying out the monthly VIP and employee newsletter, creating flyers, pamphlets, handbills, posters, and other promotional material for Old Dominion University Basketball, family shows, and concerts. Also, intern will participate in sales and marketing promotions on and off-site.

### **Intern Responsibilities Include:**

- Assist in promotion of family shows and arena sporting events
- Assist in day-of-event operations associated with all marketing and group sales events
- Assist with the maintenance and build the Myspace and Facebook database as well as help build our email database
- Create various flyers, images, print ads, and pamphlets using Adobe Photoshop and Illustrator as well as Microsoft Publisher
- Represent arena at booths/tables at festivals, fairs, and other events with high traffic to publicize arena and events
- Grassroots marketing research and execution by going out into community to flyer, poster, create relationships with various retailers, and get the word out about the arena and the upcoming shows
- Work non-traditional hours as tasks warrant
- Various office duties including, but not limited to mailing, faxing, and box office processing
- Help with the creation of group sales packet, group sales event planner, and individual shows group sales flyers
- Help to create and deliver media drops
- Performing all other duties as assigned

### **Minimum Requirements:**

- Ability to design creative promotional material on Adobe Photoshop and Illustrator
- Ability to meet deadlines and handle multiple projects under pressure

- Ability to help with marketing and sales projects outside of graphic design (ex. implement promotions)
- Willing to work at Old Dominion University Basketball games, Family Shows, and Concerts
- Availability of at least 16 hours a week
- Availability to work some evenings and weekends
- Able to work in a fast paced environment
- Detail oriented, self-motivated and ability to work under minimal supervision
- Must be assertive, outgoing, creative, hard-working, resourceful, independent thinker who is greatly interested in working in Sports/Entertainment Marketing
- Must have own transportation and valid driver's license

***\*Resumes are now being accepted. You must be receiving at least ONE college credit to apply for this internship.***

**Contact:**

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