



## CONSTANT CENTER GROUP SALES INTERNSHIP

**UJob Title:**

Constant Center Group Sales Intern

**Hours Required:**

Both full time and part time (at least 30 hours per week) positions are available. Interns must be available for selected events and grassroots activities that occur on evenings and weekends. The position runs from: Fall - late August through mid December and Spring - early January through early May.

**Job Description:**

The Ted Constant Convocation Center, Hampton Roads premier sports and entertainment facility and home of ODU Basketball, is looking for a college junior, senior or graduate student to serve as a Group Sales intern. Internships are available during the Fall and Spring semesters. **This position is unpaid.**

The Group Sales Department is looking for someone who is motivated, persistent and career-oriented. The position is very fast-paced and would require extra hours as needed. The majority of the responsibilities would include, but are not limited to: aggressive selling over the phone as well as setting up meetings in and out of office with community groups and organizations. This would take up about 80% of the intern's time. He/She would be assisting the Group Sales Manager with follow-up phone calls, lead generation, event coordination and servicing of clients during events. The intern would also be responsible for processing group event orders and mailing group event packages to clients. One of the most important aspects of the Group Sales Department is our database. In turn, interns would help to manage and maintain our databases. All interns will be required to organize and promote at least one "Theme Night" throughout the season by focusing on targeted audiences with the goals of driving revenues and attendance on those nights as well as selling "pre" and "post" game group events including, but not limited to, national anthem singers, court usage, etc.

As an intern in the Group Sales Department you will learn the intricacies of how a sales department is run in the sports/entertainment industry. You will learn the importance of sales presentations and closing deals by being taught different sales techniques. Through different theme nights and programs you will also learn how to coordinate an event from beginning to end. The most important piece of knowledge gained, however, would be the value of being able to multi-task in a fast-paced environment.

**Qualifications:**

- College junior, seniors, or graduate students working for academic credits.
- Availability of at least 30 hours a week.
- Availability to work some evenings and weekends.
- Working knowledge of Microsoft Word, Excel, PowerPoint, and Publisher.
- Know how to effectively use the internet for research.
- Strong writing and communication skills required.
- Able to work in a fast paced environment.
- Detail oriented, self-motivated and ability to work under minimal supervision.
- Must have own transportation and valid driver's license

**Responsibilities include, but are not limited to the following:**

- Telemarketing for events as needed
- Mailing tickets with proper collateral materials
- Accompany Group Sales Manager on group sales calls
- Assist in the building of the group sales database
- Help in researching corporations, scouts, schools, and other business that may be interested in group sales events
- Help with the creation of group sales packet, group sales event planner, and individual shows group sales flyers
- Assistance with direct mail productivity
- Involved in research and execution of group sales promotions in the community
- Grassroots flyer (capturing database information/ e-mail addresses)
- Assist the sales staff in any client parties, birthday parties, and corporate functions before and/or during the event.

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

**Contact:**

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