



SALES

Department: Sales & Marketing

Full / PT Time: 15 – 30 Hours

Supervisor: Marketing Manager | GM

Location: Essex County

SUMMARY:

The New Jersey Spartans' Sales Intern will learn from our sales professionals to prospect, pitch, close and maintain excellent client relations. The intern will gain hands-on experience in professional sports sales and business development. The New Jersey Spartans' Sales Intern will assist with the ticket, advertising space and merchandise sales for the organization to the general public, local business and organizations.

ESSENTIAL FUNCTIONS:

- Prospect and contact local Companies, Malls, and Vendors regarding advertising opportunities.
- Obtain advertisement revenue for the various Spartan media outlets. (print, online, video, etc)
- Promote and sell tickets for games and special events as well as Spartan merchandise.
- Respond to any inquiries and process any ticket/advertising request quickly and accurately.
- Maintain account data (contacts, requests, etc).
- Conduct research for sales strategies.
- Offer outstanding customer service and ensure client satisfaction.
- Mail all Ticket and Advertising related materials: Sales Collateral, Invoices, Tickets, Promotions, etc.
- Type letters, memos and any other sales related documents.
- Follow up with clients after orders have been processed.
- Aid in the creation/organization of various fundraising events and campaigns.
- Event Assistance – It is mandatory that Interns be available to help with any events occurring during the Internship (i.e. games, fundraisers, promotions and other special events hosted by the Spartans)
- Assist with entrance, tickets and merchandise sells during home games.
- Provide assistance to the rest of the management staff members as requested, when needed.
- Perform other duties and responsibilities as assigned by the Marketing or General Manager.

EXPECTATIONS:

- Abide by the Rules & Regulations established by the New Jersey Spartans Organization.
- Project a professional image in all interactions with customers and fellow Spartan Associates.
- Arrive on time and perform your duties based upon your scheduled hours.
- Represent the New Jersey Spartans and the football program with pride and respect at all times.

QUALIFICATIONS & SKILLS:

- Ability to market and promote the organization
- Able to identify the benefits and features of advertising within the NJ Spartans Organization.
- Professional Verbal and Written Communication Skills
- Excellent Presentation Skills
- Typing Skills

EDUCATION | EXPERIENCE REQUIREMENTS:

- High School Diploma
- Some College with Marketing / Finance / Accounting / Business Courses
- Sales Experience – Great!

“RETURN TO GLORY”

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