



Sponsorship Intern

Internship Summary

We are currently seeking qualified candidates for the 2025 Fall Semester, with the potential to lead to employment, interested in fundraising and sponsorships are integral aspects of the Big East Bowl, and we are looking for candidates that are interested in learning and gaining experience in corporate sponsorships and experiential marketing for the Big East Bowl 2025. This position requires attention to detail, strong communication and organizational skills, and solid computer knowledge. This internship covers the Hampton Roads sports market and beyond.

Essential Duties and Responsibilities:

- Administrative support and database management for the Business Development.
- Prospecting research and drafting sponsorship proposals, building sponsor recap reports.
- Collaborate with Marketing and Event Operations Departments to execute on-site sponsorship activations
- Attending and supporting fundraising/stakeholder meetings and events as well as Festival events as it pertains to sponsorship service, activation, and execution.
- Document and archive all events related to team, both on and off-field.
- While most of the functions can be performed remotely, interns must be available to meet and work from EAG office located in Portsmouth, and/or special project location within the Hampton Roads Area.

Qualifications

- Currently enrolled in an accredited university or college as a full-time undergraduate or graduate student.
- Extremely detail oriented and organized with the ability to multi-task.
- Relevant experience working on social and digital platforms.
- Ability to meet deadlines and balance multiple tasks.
- Extensive knowledge of Facebook, Twitter, Instagram, TikTok and YouTube.
- Ability to work effectively in a team environment.
- Flexibility to work nights and weekends and sometimes holidays.
- Ability to work in a team atmosphere are also key attributes success in this position

Schedule

- Fall Semester targeted start date: Monday, September 8, 2025
- Fall Semester end date: December 2025, depending upon the intern's schedule.

Compensation

Big East Bowl internships are unpaid, but college credit may be offered depending upon the educational institution's guidelines and requirements. Sponsorship compensation is available for interns to defray the cost of commuting to the office.

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