



## CARLISLE EVENTS 2023 SUMMER INTERNSHIP

We're looking for interns that will take on various roles during our yearly automotive events held at the Carlisle Fairgrounds. Interns with interest in marketing, communications, and event planning & operations will learn skills that go along with large event production. This is not a typical internship where you sit at a desk all day. You can expect this paid internship to be a hands-on learning experience that will position you with new skills to enhance your resume and further your career prospects. Hours are on a part-time basis, predominately during event weeks, where weekend work is required. To see the dates for our events, please visit [CarlisleEvents.com](http://CarlisleEvents.com).

**ROLES:** You will gain broad experience through our automotive events and other related functions. Functions and events may include motorsport activities, parades, judged events, club meets and gatherings, celebrity appearances, live music and special displays. Roles include, but are not limited to:

- Administration of event activities and operations, which may include coordination and registration functions of participants and business clients.
- Customer service positions such as interacting with event participants to corporate clients at connection points of events and event activities.
- Marketing for our events, which may include taking videos and photos, writing for both print and media, making content and posts on our social media platforms, and editing footage.
- Project Management such as responsibilities ranging from concept to execution of event activities, programs, contests, giveaways, seminars, and entertainment.
- Data gathering, which may include customer surveys and contest management.
- Event set-up/tear-down including preparing events for activities with supplies and rotating events and activities.

## **REQUIREMENTS:**

- Experience with social media channels (Facebook, Twitter, Instagram).
- Proficient with Adobe Creative Suite (Photoshop & InDesign) and/or Canva.
- Present strong organizational and time management skills.
- Present a professional demeanor in a casual environment.
- Strong written communication skills, attention to detail and proofreading skills.
- Be willing to work odd hours, which may be late or early on event weekends.
- Preferred intern candidates would be in a business, communication, hospitality, or sports major, with career interests in marketing, public relations, journalism, event planning, entertainment, or venue management.

*Interested candidates should submit a **cover letter and resume** to Sabrina Smith, Event Marketing Manager, at [sabrinas@carlisleevents.com](mailto:sabrinas@carlisleevents.com) no later than March 17, 2023.*