



CHICAGO EVENT
MANAGEMENT

Job Title	<i>Sales and Expo Intern</i>
Reports To	<i>Sr. Director, Sales and Expo</i>

Job Purpose

We are looking for an enthusiastic sales and expo intern to join our Sales and Expo department to assist with various aspects of our events that pertain to Marketing Opportunities for companies to interact with our events, participants and general guests.

The Sales and Expo Intern will have three main elements of duties and task at most of our events.

This internship will help you acquire sales and productions skills and provide you with knowledge of event planning/execution strategies. Ultimately, you will gain broad experience in various aspects within CEM and should be prepared to enter any fast-paced work environment.

Part-Time

Non-Exempt

Duties and Responsibilities

There are 3 main elements at most of our events: Expo/packet pick-up, Participant Bag, and Virtual Bag. Roles would include everything from helping find leads, planning and production, auditing, site visits, and any other work needed to help successfully execute. Intern will work directly with the Sr. Director of Sales & Expo as well various other departments at CEM to accomplish our objectives.

- **Support Sales** – Help research new leads, track current deals, assist with the follow-up; other sales and marketing tasks as requested
- **Support Expo** – communications to exhibitors, exhibitor kits and floor plan, exhibitor credential requests, plan meetings with McCormick Place, Freeman and Sponsors, etc.
- **Support Other Marketing Opportunities** – Virtual bag, participant bag, program sales, etc. Work with exciting partners to get their materials submitted in a timely manner.

Qualifications/ Requirements

- Interacts professionally with a diverse group of staff and volunteers
- Demonstrates proactive and concise communication and follow-up skills
- Dedication to prioritize tasks and adhere to timelines in a deadline-driven environment
- Follows directions and takes initiative when required
- Exceptional organizational skills and attention to detail
- Desire to be a team player
- Proficiency with Microsoft Office preferred

Education/Experience

- Current enrollment in a related BS or Masters degree
- Familiarity of different sales techniques
- Passion for learning how to find leads, plan and support CEM events

Terms of Agreement

- June – November 2019
- Up to 25 hours/week, with occasional weekend events. Attendance at weekend events will be discussed with managers and agreed upon in advance.
- Event Preparation Meeting: Saturday, September 28
- Bank of America Chicago Marathon: Saturday, October 5- Sunday, October 13

Working Conditions/Physical Requirements

- Moderate walking, standing, prolonged sitting, bending, kneeling, and reaching.
- Work is performed primarily in an office setting
- The employee must occasionally lift and/or move up to 25 pounds

Approved by: <i>Signature & Title</i>	
Date approved:	
Employee Acknowledgement:	

Updated March 20, 2019