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**Chicagoland Speedway & Route 66 Raceway**

**Partnership Sales & Marketing**

Job Title: Partnership Sales Intern

Job Status: Seasonal – May 2014 thru September 2014

Reports To: Director of Partnership Sales & Marketing

**Position Purpose**

During the six month internship, the Partnership Sales Intern will gain valuable experience and knowledge about partnership marketing, live events and the motorsports industry while supporting the Partnership Sales team with all efforts on multiple platforms. Activities will include partner activation, on and off site displays and numerous events. The intern must be readily available to work long hours and possible weekends.

**Company Conformance Statements**

In the performance of their respective tasks and duties, all employees are expected to conform to the following:

* Perform quality work within deadlines with or without direct supervision.
* Interact professionally with other employees, customers and vendors.
* Work effectively as a team contributor on all assignments.
* Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

**Job Responsibilities**

* Basic marketing, sales, hospitality and contract fulfillment duties
* Assist with creation of partnership proposals
* Assist with asset management and tracking
* Assist with race weekend activation and preparation
* Distribution of materials to local businesses, sponsors and partners
* Assist with sending out tickets, suite passes, race weekend information sheets
* Coordinate race weekend run of show document for partners and team
* Organize and manage race week events – staffing, guest lists, point of contact, etc.

**Performance Measures**

* Successful execution of responsibilities as identified above
* Ability to prioritize and manage numerous duties
* Contribution of new and strategic ideas for future betterment of the partnership sales team

**Qualifications**

* Works well in a team environment
* Excellent interpersonal and communication skills – verbal, written, presentation, organizational and follow-up skills
* The ability to respond quickly, calmly and professionally to event-related problems and emergencies
* Enthusiastic about marketing and the sports industry
* An understanding of Microsoft Office Applications
* Ability to perform designated tasks efficiently and thoroughly
* Strong organizational skills, self-motivated and understands the nature of sales and marketing

**Work Requirements**

Office working conditions. Outdoor working conditions. Weekend and evening hours are required during the event season. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities, duties, and functions.

**Special Position Requirements**

* Position may require travel as requested
* Background and Credit checks are required