

## **Sales/Marketing/Advertising Internship**

~ Opportunity for full or part-time employment following successful completion of Internship.

### **Contact:**

Black Events & Advertising, Inc.

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**Responsibilities:** Work closely with Event Coordinators to organize, promote and recruit vendors for various trade shows. Will help conceptualize marketing and promotion ideas, and get sponsors. Will help answer incoming calls/ and make outgoing calls to verify receipt of applications and answer vendor questions. Will work with event team to sell booths to meet show goals. Will help make copies of applications for various shows, stuff envelopes, stamp and mail applications as needed. May have to do some research to find and add new vendors to mailing lists for different trade shows. Will include data entry, processing applications, etc. Strong computer skills a must. Will gain sales experience and may help sell ads for different events. Will assist in social media management, and other such marketing for events. May write articles and resources for bridal magazines, blogs, etc. Candidates must be well organized, friendly and outgoing. May work day/night/weekends... hours are flexible. At events duties may include: collecting admissions, setup & teardown of displays, working with vendors, directing activities, various other duties. For the right candidate this could lead into a part or full-time position with our company.