



EVENT: November 2017 Steeplechase of Charleston

LOCATION: Charleston, SC

POSITION TITLE: Marketing & Operations Intern

REPORTING TO: Ashlyn Carmack, Event Manager

TERM: September 18 to Mid – November 17, 2017

COMPENSATION: Minimum Wage – Part Time

Bruno Event Team is a Birmingham, Alabama-based sports marketing and event management company formed in 1995 by Ronald Bruno and Gene Hallman. We are experienced in all facets of event management, employing a year-round staff of more than 60 employees in 12 offices in the United States and Canada. Working with our affiliated companies and divisions, Bruno Event Team services each client with expertise in all aspects of event management, marketing, and operations. We maintain a steadfast commitment to excellence utilizing vast experience, strong work ethic and demanding attention to detail.

The Steeplechase of Charleston is a steeplechase horse race held on November 12th in Hollywood, SC at The Plantation at Stono Ferry Racetrack. The National Steeplechase Association (NSA) sanctions the Steeplechase of Charleston. It is one of 34 races ran each year from March through November. Bruno Event Team manages the Steeplechase of Charleston.

INTERN JOB DESCRIPTION

Duties may include, but not be limited to the following:

Marketing:

- Support all elements of production of race program guide
- Assist with assembly and distribution of tickets and parking passes for sponsors & vendors
- Assist with managing website related to sponsor activity
- Assist with servicing of vendors & sponsors prior to the event, week of and after
- Must attend and work all promotional events leading up to the fall race

Operations:

- Assist operations staff with a wide variety of event related duties
- Organizing smaller, ancillary events (Hat Contest, Tailgate Contest, etc.)
- Assist with detailed planning & implementation of specific parts of the operating plans
- Coordinate and manage certain vendors and contractors

- Negotiate trade deals with local companies/groups, such a staff meals for the week of the race
- Other duties as assigned or needed

Abilities, Skills and Knowledge:

- Excellent people and organizational skills are a must
- Detail-oriented
- Self-motivated team player
- Excellent verbal and written communication skills
- Computer skills are mandatory

Expected Hours:

- Hours expected to be approximately 20/week but may vary and it will increase as we get closer to event time
- Expect to work some weekends and nights

NOTE

- Please send resumes to *jobs@brunoeventteam.com* and note “Steeplechase” in subject line.
- Resumes must be received no later than **Friday, September 8, 2017**. Interviews will be conducted the week of **September 11, 2017**.
- Bruno Event Team thanks all applicants but will contact only those who will be invited for an interview.