



LOCATION: Birmingham, AL
POSITION TITLE: Merchandise Intern
REPORTING TO: Lana Derevyashkina, HR & Merchandise Manager
TERM: April 2022 – July 31, 2022 (approximately)
COMPENSATION: Hourly wage

Overview: 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 8 offices in the United States and one international office. Working with our affiliated companies and divisions, Bruno Event Team (“BET”) 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 attention to detail.

You can find additional company information as well as event-specific information on our website at www.brunoeventteam.com.

Job Description:

This position will serve an integral role in the BET merchandise department, managing the order process for all corporate merchandise sponsors for local events throughout the 2022 Spring/Summer season. This person would work closely with the Merchandise Manager, corporate clients, onsite event staff, golf course personnel, volunteer chairmen, and various merchandise and apparel companies. The industry contacts with whom you will interact are the best in the business.

Principal Duties & Responsibilities:

- Work closely with the Merchandise Manager in developing and managing corporate merchandise sales program for applicable events (ex: Regions Tradition, The World Games, etc)
- Service existing hospitality clients' merchandise sales orders
- Oversee corporate sales order process and fulfillment
- Input client orders into order management system & submit orders to vendors ensuring 100% detail accuracy
- Help resolve corporate merchandise customer service issues with clients and vendors
- Assist with management of on-site merchandise venues: set-up, inventory management, event operations, and breakdown of merchandise displays post event
- Deliver product to local clients when applicable
- Complete various administrative tasks and other miscellaneous duties as assigned

Skills:

- Proficiency with Microsoft Office Suite

- Excellent written and verbal communication skills
- Strong organizational skills
- Ability to prioritize and multi-task
- Analytical mindset and critical thinking
- Self-motivated, team player who thrives in a busy environment
- Experience in core design tools such as Adobe Creative Suite (Illustrator, Photoshop, InDesign, Acrobat, etc.) is helpful but not required
- Able to lift heavy boxes and be on your feet for extended periods of time
- Knowledge/interest in sports/merchandise is helpful but not required

Expected Hours

- Hours during internship are expected to be approximately 20-30 hours/week initially but may vary. Anticipate an average of 60 hours/week during events. Hours will decrease post event.
- Must be able to work extended hours including nights and weekends as event approaches and during event. Most work hours will be in a typical office environment at the company's headquarters in Birmingham, AL. Working outside and on-site during events should be expected.
- Major event dates during internship term are: Regions Tradition (5/11 – 5/15/22) and The World Games (7/7 – 7/17/22).

COVID-19 Precautions:

At BET, employee health and safety is our top priority. BET has implemented a COVID-19 vaccination policy to safeguard the health of our employees and their families; our clients and visitors; and the community at large from infectious diseases, such as COVID-19, that may be reduced by vaccinations. All offers of employment will be subject to candidate providing proof of vaccination (or acceptable plans for vaccination or exemption documentation per BET's policy).

Resume Submission:

Interested candidates should submit cover letters and resumes to Liz Grimes (lgrimes@brunoeventteam.com) and note "BET - Merchandise Intern" in the subject line. Bruno Event Team thanks all applicants but will contact only those who will be invited for an interview.