

Eau Claire Jazz Inc.

P.O. Box 1401
Eau Claire, WI 54702
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ADVERTISING SALES SPECIALIST

Position Description

Beginning August, 2010

APPLICATION DEADLINE: August 2, 2010

Overview:

This internship provides a student an excellent resume builder as well as opportunity to gain sales experience and network in the community. The intern will be involved in securing event sponsors and soliciting ads for the Jazz Festival booklet, website and coupon promotion. Hours are flexible but need to be able to work during the day, approximately 10 hours per week. Students may also seek Service Learning hours pending approval.

Benefits:

Gain real life sales experience
Build your resume with this unique opportunity
Great opportunity to network amongst business people in the Chippewa Valley
Excellent chance to showcase your sales abilities

Internship Responsibilities:

Be a part of the sales team, securing advertisements to support the Eau Claire Jazz Festival.

- Solicit event sponsors for the Eau Claire Jazz Festival
- Sell advertisements for the printed festival book, website and coupon promotion.
- Work with Sales Director to ensure all sponsorship or advertising agreements are fulfilled.
- Work with team to establish timelines, policies and procedures for sponsorship and advertising for Jazz Festival.
- Provide follow up to ensure satisfaction with ad clients or sponsors
- Travel to businesses to solicit sponsorships, ads or in-kind donations and follow up with advertisers.

Required Qualifications:

- Junior/senior academic standing in college
- Strong interpersonal communication and organizational skills
- Knowledge of print and online marketing strategies
- Self starter, highly motivated
- Must be reliable, responsible and very flexible
- Daytime availability but schedule is flexible
- Have own transportation
- Mastery of basic word processing applications and computer skills; adept at MS Word and Excel,

Preferred Qualifications:

- Majors: Sales, Marketing, Advertising, Business
- Demonstrated sales skills a plus
- Involvement or interest in the Eau Claire Jazz Festival

Please e-mail your resume and cover letter to Patty@eauclairejazz.com, or mail to:

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