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POSITION:	Sales & Special Events Intern
TERM:	June 2017 - TBD
DEPARTMENT:	Sales & Tour Management
REPORTS TO:	Director of Sales, US
LOCATION:	Denver, Colorado

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**Sales Intern**

- Assist with administrative tasks related to the contractual sponsorship agreement such as sending invoices, tracking sponsor payments, generating check requests for beneficiary payments.
- Support with research on potential financial partners, media partners and community partners in advance 12-18 months in advance of UWP visiting a Tour Region.
- Assist with preparations of sponsor proposals, request letters and contracts.
- Assist with researching and booking performance venues in each market.
- Attend and participate in strategic tour briefing meetings to communicate research completed, advance team and schedule details.
- Support with the initial draft production and development of the City Profile.
- Communicate with partners, media partners, community partners and community constituents to secure elements needed to produce promotional pieces.
- Communicate with Marketing Manager to produce city ready, marketing & media materials, city websites, tickets and press releases.
- Attend and participate in discussing the sponsors/city goals in the strategic tour briefing process.
- Run reports for online ticket sales and work with S&TM and accounting department.
- Update email templates to communicate with sponsors and constituents in tour regions.

**Special Events Intern**

- Support with research on potential clients, associations and events around the United States.
- Assist in arranging informational meetings and calls with potential clients.
- Support with speaking engagements and networking opportunities in the Denver Metro Area.
- Work with marketing manager to keep special event materials up to date.

**REQUIRED SKILLS/EXPERIENCE:**

- Familiar with Up with People, its mission and vision.
- Bachelor's degree, preferably in communications, public relations, or non-profit management.
- Strong organizational skills with the ability to manage many complex tasks at once.
- Excellent oral and written communication skills.
- Demonstrated leadership and the ability to deal effectively and sensitively with diverse populations and the general public.
- Proven ability to meet deadlines and deliver on business agreements.
- Positive attitude with a willingness to take on projects and tasks at multiple levels.
- Ability and willingness to travel.
- Willingness to stay with host families on sponsorship trips.
- Detail oriented research and data recording skills.
- Interest in being part of a fast-growing organization.
- Ability to adapt quickly to change.
- Proficient computer skills including knowledge of Microsoft Office and social media.

To apply, submit cover letter, resume, and three professional references in PDF format to: [employment@upwithpeople.org](mailto:employment@upwithpeople.org).

Up with People is an Equal Opportunity Employer.