

Corporate Partner Services Internship: FC Tulsa

Overview:

FC Tulsa (FCT) is seeking a Corporate Partnerships Intern. As part of the evolving Corporate Partnerships Department at FCT, we are currently looking to employ an energetic and dynamic Corporate Partnerships Services Intern to assist and service the Corporate Partnerships department for FCT. This role would work directly with the Coordinator of Partnership Services, and would be a great introduction on how corporate partnership sales work. The desire to be part of a “start-up” and build something special is required. Our Motto: “For Tulsa” is at the center of all that we do.

Duties & Responsibilities:

- Assist the partnership team in researching prospect companies
- Assist in coordinating, and fulfilling, game day partner assets, broadcast assets, community events, and social media assets
- Support the partnership team on game day with partner elements, promotions, set-up and tear down
- Assist the partnership team with promotions and partner events
- Perform administrative support tasks
- Assist ticketing and customer service sales teams
- Others duties as assigned

Desired Qualifications:

- Attention to detail in a moving environment
- A willingness to learn, listen, and grow
- Strong interpersonal skills, a good attitude, and a self-starter mind set
- Experience in Microsoft Excel, PowerPoint, Word, and it's Google equivalents
- Experience with Adobe Photoshop, Illustrator, and Lightroom would be a bonus, but not required

Requirements:

- Enrolled in an undergraduate or graduate program and eligible for college credit (If attending college)
- Drivers license, and reliable transportation, are required as local travel will take place
- Must have own computer
- Physical requirements of lifting 25 pounds

We are an equal opportunity employer and all qualified applicants will receive consideration for the internship without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.