



STAAR Solutions, a sponsorship and event agency located in Oklahoma City, is now accepting applications for internship opportunities.

STAAR Solutions will provide interns with an understanding of sponsorships and event sales in the markets of sports and entertainment.

STAAR is particularly interested in candidates with experience in marketing, management, sales, advertising or public relations. Interns will be selected on ability, attitude, professionalism and university level, with priority given to those in their junior or senior year. Experience with office systems, phone etiquette and sales experience is encouraged.

Current projects include:

- United States Indoor Sports Association
- SoccerCity OKC and SoccerCity Tulsa
- 2014 Star Spangled Salute Air Show at Tinker Air Force Base
- Rocklahoma Music Festival in Pryor, Oklahoma - AXIS Stage on Memorial Weekend 2014
- OKC Downtown Airpark Music Amphitheatre 2014 Concert Season
- City of Midwest City – Made in Oklahoma Wine, Beer and Food Festival

Position Details:

Our company is currently seeking one to three interns, and we are specifically looking for the following positions to be filled:

- **Sponsorship activation and management intern:** This intern will work on activation measures of current sponsorships we have with SoccerCity, Rocklahoma, Star Spangled Salute Air Show and Made in Oklahoma Wine, Beer and Food Festival. This person will assist and be responsible for tracking activation measures and getting sponsors more engaged in their sponsorship benefits.
- **Sponsorship lead generation and sales intern:** This intern will be making lead generation calls for the STAAR team to work together and co-sell. The intern will also focus on sales of sponsorships once acquainted with the project.

- **Proposal creation and research intern:** This intern will be involved in researching and creating proposals for national sponsors for various projects. Preferably someone with graphics/design background and experience in Adobe InDesign, Microsoft Publisher, Photoshop, etc.

Job Duties and Assignments may include, but not be exclusive to:

- Become familiar with each event and the job duties that STAAR is responsible for supporting. In some cases interns will support marketing initiatives and sponsorship benefits. Interns will need to learn to understand the role of sponsorship with the event and/or sports property.
- Engage in category research. By understanding the objectives of an individual business or the category “hot buttons,” such as wireless/auto/alcohol/banking trends, the sponsorship management approach can be custom tailored to meet the needs of the sponsor. STAAR has access to volumes of research to assist in determining the best strategies to approach a potential sponsor.
- Interns may be involved in sales calls, cold calls, direct sales, appointment setting, follow-ups to appointments and sales support, which might include letter writing, packet stuffing, delivery of packets, etc.
- Help with the execution of the sponsors’ deliverables. This may include capturing logos, creating signage, hanging banners, and supporting special events.
- Based upon the intern’s ability, select interns can have the opportunity to support special event material creation. Materials can include sales materials, written proposals, print collaterals, posters, flyers, or event support collaterals from signage to electronic media, including TV commercials, radio commercials, music CD’s or DVD’s, etc.
- STAAR Solutions collects Public Relations reports, such as newspaper articles, magazine articles, number of impressions from TV and radio broadcasts, and any other way a sponsor is recognized. Interns will help with this collection and reporting process.
- Be able to support event management in a number of ways. Be prepared to do what it takes to execute the event from working with the highest level of dignitaries to carrying out the simplest task. Be able to delegate authority in an appropriate manner.
- Be able to coordinate and work with volunteers, event management and personnel, and occasionally sponsor’s employees. Must maintain a positive and controlled attitude at all times.
- Have flexible hours, be able to work some weekends, nights and some holidays with proper notice. Be prepared for long event hours on an occasional basis.
- Be able to drive and maintain a current Oklahoma Driver’s license.

Intern Compensation Includes:

- **All internships are paid.** Internship base pay is \$6.00 per hour with an average of 15-20 hours per week – if hired afterwards, base pay will increase.
- For interns who sell sponsorships can earn commissions from the sales. Percentage will depend upon contacts and activation work.
- Interns may also receive internship credit toward graduation. It is the responsibility of the student to track their hours and complete enrollment and coursework requirements in accordance with their college or university.
- Food is provided
- Access to networking events, educational events, and any travel for event is paid by STAAR Solutions.
- Actual account work and deep rooted involvement

Insurance: Insurance is currently not available as a benefit with STAAR Solutions. All contracted representatives are encouraged to carry insurance through a separate contractor, family and/or spouse.

Contract Pay: No employee is a full-time employee and is not subject to regular salary. 1099 forms will be issued at the end of each calendar year.

Workman's Compensation or Social Security is not withdrawn nor paid due to the current pay format. Employees are responsible for their own taxes and should save enough to pay benefits, savings and/or estimated taxes.

If you are interested, please submit a resume and cover letter to Nicole Tanizawa at nicole@staarsolutions.com. In the subject line, please put "STAAR Intern Application."