GATOR IMG SPORTS MARKETING

PROPERTY ASSISTANT POSITION DESCRIPTION
(7/27/15 THROUGH 12/11/15)

Gator Sports Marketing, a division of IMG College and the multimedia rights holder for the University of Florida Athletic Association is seeking candidates for a collegiate property assistant for one semester in Gainesville, Fl. The selected candidate will be exposed to a variety of elements related to the field of collegiate sports marketing for a major athletic program, consisting of but not limited to working with internet, radio and television network, sponsorship, game operations, promotions and marketing. This position is for an estimated 40 hrs per week in the office and ability to work all home football, basketball, and Olympic sports events. This position is a paid position and you may arrange to receive college credit for your work. Applicable business expenses related to the responsibilities will be paid.

**ESSENTIAL FUNCTIONS:**
» Assist in compiling and producing sales presentations for collegiate sales and marketing staff
» Assist in ongoing marketing, advertising and sponsorship research development
» Aid in fulfillment of sponsorships agreements and inventory
» Oversee Olympic sports and work day to day with UAA in implanting sponsor assets
» Assist with on-site coordination and operations for promotions at home football games
» Opportunity to implement ideas and make suggestions on daily tasks
» Other tasks as assigned by Gator Sports Marketing team

**POSITION REQUIREMENTS:**
» Aptitude to work in an office setting and communicate with sponsors
» Must have high attention to detail, be able to organize and complete a diverse set of administrative tasks.
» Strong verbal and written communication skills.
» Working knowledge of Microsoft Word, Excel, Power Point and other applicable computer programs.
» Knowledge of Gator athletics and collegiate sports at large is recommended.
» Ability to work a full-time schedule including events
» Photoshop experience is a plus

**TO APPLY:**
» Please email to Scott Dale (scott.dale@img.com)
  1. Brief cover letter.
  2. Resume with at least three references.

For Questions, please call Scott Dale at 352-505-5229.