



Position Title: Sales Assistant Internship

Department: Sales

Supervisor: Director of Sales

Position Type: Unpaid Internship

Priority Application Deadline: March 31, 2021

Timeframe: May 18 – October 3, 2021

Position Summary

The Sales Assistant Internship at the Eastern States Exposition provides a student or recent graduate an opportunity to learn the ins and outs of selling event and sponsorship space at a not-for-profit organization. The intern will be assigned specific tasks to assist the Sales Team with the following to prepare for The Big E:

- Contacting business and organizations for Group Sales
- Assist with sponsorship survey development and implementation
- Engage with office management staff to understand the behind the scenes of fair production such as insurance procurement, licensing, and COVID planning.

The Eastern States Exposition (ESE) provides a unique experience with its location on the grounds of Eastern States Exposition, which features The Big E from September 17 – October 3, 2021. The intern will work approximately 8-12 hours per week prior to the fair, attend pre-fair trainings, and during the fair work a minimum of 6 days which will include some weekend hours. Interns receive a 17-day pass to the fair, two guest passes, and additional on-site benefits ranging from food vouchers, circus admission, and other perks (additional benefits vary).

Position Requirements:

- Successful completion of at least two semesters (or equivalent) of college work
- Comfortable with professional communication over phone and e-mail
- Must possess a strong, detail-orientated drive with the ability to plan and prioritize work
- Excellent verbal and written communication skills
- Demonstrated ability to be creative and work collaboratively
- Flexibility, enthusiasm, and a sense of humor

To Apply:

Please fill out our online application form - <https://tinyurl.com/ESEInterns> - and include your resume and cover letter. Only completed applications that include a resume and cover letter will be considered. Positions are open until filled. Questions regarding the application process can be addressed to employment@TheBigE.com.

Eastern States Exposition (ESE) is a not-for-profit corporation committed to excellence in providing year-round opportunities for the development and promotion of agriculture, education, industry and family entertainment while preserving our New England heritage.

ESE is an Equal Employment Opportunity employer and does not discriminate on the basis of sex, race, creed, religion, color, national origin, ancestry, age, physical or mental disability or handicap, pregnancy or pregnancy-related condition, veterans or military status, sexual orientation, gender identity or expression, transgendered status, results of genetic testing, or any membership in any group protected by applicable laws.