



Cass Technical High School Internship Opportunity

Company: Olympia Entertainment
Department: Ticket/Premium Sales & Service
Number of Positions: 1
Location: Detroit, MI

Start Date: June 26, 2017
End Date: August 30, 2017
Hours Required: 20-30/week

Responsibilities include, but are not limited to the following:

- Ticket sorting and mailing for suite holders
- Creating meeting agendas and notes
- Assist in planning/executing suite holder and season ticket holder events
- Compose invoices/receipts for purchases as needed
- Assist with the suite holder surveys
- Group Sales data entry (lead list updating such as, K-12 schools, law enforcement, colleges, etc.)
- Assist with development of Inside Sales recruiting website and collateral
- Conduct research on best practices surrounding renewal efforts and events around the NHL and other professional sports teams

Eligibility/Requirements:

- Enrolled full-time at Cass Technical High School
- Entering Junior or Senior Year
- Must be at least 16 years of age
- Earned a minimum cumulative grade point average (GPA) of 3.0
- Eligible to work in the United States
- Available to work a minimum of 20 hours; maximum of 40 hour within a work week
- Must be working toward a diploma in business or marketing
- Must be familiar with Microsoft Office suite (Word, Excel)
- Excellent verbal and written communication skills
- Attention to detail

How to Apply:

All interested students will be required to submit an email to ctinternship@ilitchholdings.com with the following information attached:

- Completed Application
- Resume
- Essay (1,500 words or less) answering: What are your career interests or goals and how do you think the Ilitch Companies Internship Program fits into your future plans?
- You can apply for up to (3) positions; indicate priority/level of interest for each