



**Job Description:**

**Job Title:** Corporate Sales + Client Services Intern  
**Department:** Corporate Sales  
**Status:** Hourly

**JOB REQUIREMENTS:**

- Proficient in Microsoft Office programs
- Ability to work within tight time frames and simultaneously manage several projects
- Excellent interpersonal, verbal, and written communication skills
- Must be organized and extremely detail-oriented
- Must be willing to work weekends
- Must be willing to perform moderate lifting/carrying duties
- Strong at prioritizing and executing in a fast-paced environment

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Assist with Corporate Sales, Client Services, and Hospitality needs
- Work with the team to fulfill corporate partner deliverables
- Assist with promotions/programs including but not limited to driver appearances, corporate/season ticket holders and fan events, etc.
- Contribute content for BMS LinkedIn profile and partner social media assets
- Assist with managing pre-event needs
- Contribute to creative design and management of corporate gifting
- Work with the Corporate Sales team on being the touchpoint for delivery to clients during race week
- Assist with and help coordinate pre-event materials and event day responsibilities for event employees
- Assist with the management of shot list needs for premium areas
- Monitor a premium email inbox, answering emails and connecting customers with the appropriate personnel
- Assist with partner recaps as needed
- Perform additional duties as assigned by management

**How to Apply:** Send a copy of your resume, cover letter, and references to [interns@bristolmotorspeedway.com](mailto:interns@bristolmotorspeedway.com) or mail to PO Box 3966, Bristol, TN 37625.

**COMMIT TO BETTER...EVERYDAY**