

## INTERN DETAILS



- PART-TIME COMMITMENT (5-10 HOURS WEEKLY)
- 10+ HOURS DURING EVENT PREP AND MAJOR EVENTS
- MAJORITY OF INTERNSHIP DUTIES MAY BE COMPLETED FROM HOME
- MUST PARTICIPATE IN MANDATORY WEEKLY CALLS AND REQUIRED MEETINGS

## INTERNSHIP ROLE/DETAILS

- The intern will be responsible for executing daily social media posts across PrimeTime Sports & Entertainment platforms, including Instagram, LinkedIn, Facebook, and X.
- They will publish both PTSE-created content and independently researched content, pending supervisor approval.
- Additional responsibilities include executing online contests, giveaways, and digital promotional initiatives in support of the 2026 events, as directed by their supervisor.



- Upcoming events include, but are not limited to:
  - The 19th Annual PrimeTime Sports Management Conference & Trade Show
- The intern will be responsible for outreach to relevant media organizations (print, digital, radio, and television), drafting press releases, coordinating media accreditation, and supporting the promotion of PTSE 2026 events.
- Additional responsibilities include writing web content for the PrimeTime website (including speaker biographies) and providing comprehensive on-site coverage during the Conference in November 2026 at the Westin Harbour Castle Hotel in Toronto, Ontario.

**WANT IN? APPLY BY COMPLETING OUR GOOGLE FORM BY APRIL 24, 2026.**

