**Corporate Partnership Intern**

Richmond International Raceway

**Job Summary:**

Internship will be working in the Corporate Sales department at Richmond International Raceway. Internship will start in January 2017 and conclude in mid-September 2017. Corporate Partnership Intern responsibilities will consist of working with the corporate sales team in revenue generation, partnership management, fulfillment of deliverables, creating and executing lead generation programs and other duties as required. Race weekend client interaction and activation, VIP tours and logistics.

**Essential Functions:**

Performs any combination of the following duties according to specific departmental guidelines:

1. Research targeted companies for sales opportunities
2. Cold call targeted companies to set meetings and drive revenue
3. Develop lead generating programs
4. Assist with fulfillment of partner obligations
5. Represent RIR at outbound events
6. Performs other such duties as may be assigned

**Knowledge, Skills, and Abilities:**

1. Must be outgoing, friendly and have a willingness to interact with people at public promotional events.
2. Ability to communicate effectively orally in a pleasant speaking voice.
3. Ability to understand and carry out oral and written instructions and to request clarification when needed.
4. Ability to meet the public well and to deal effectively with their questions or concerns, seeking assistance when needed.
5. Ability to establish and maintain effective working relationships with co-workers, employees, and officials in other departments.
6. Ability to work alone or with others.
7. Practice and maintain professional work ethics, attitude, and appearance.
8. Flexible schedule, able to work some evenings and weekends.
9. Valid driver’s license and ability to lift up to 40 lbs.
10. Current student or bachelor’s degree preferred.