



**Job Description:** Events and assistant Intern

**Location:** On-Site – Milwaukee, WI

**Position:** Intern

**Reports to:** Vice President of Team Lammi.

**About Team Lammi:**

Team Lammi, a prominent sports marketing, and entertainment agency with over 21 years of industry expertise, is seeking an intern to contribute to our dynamic team. Our agency specializes in Talent, Events, Advertising, and Media, working to elevate our clients' presence on and off the field.

**Job Summary:**

We're looking for an enthusiastic intern to assist with event planning, assist the Vice President in administrative tasks, scheduling, and coordination to support efficient operations and contribute to the team's success. This role offers hands-on experience in sports marketing, event coordination, and office management, all while collaborating with seasoned professionals.

**Responsibilities:**

- Aid in planning and executing events, including logistics, marketing, and on-site support.
- Contribute to event concept development, promotional efforts, and post-event evaluations.
- Provide administrative support, including scheduling, correspondence, and file management.
- Collaborate with cross-functional teams to ensure seamless communication.

**Qualifications:**

- Current enrollment in Marketing, Communications, Event Management, or related field.
- Strong organizational and communication skills.
- Proficiency in Microsoft Office Suite.
- Detail-oriented and able to thrive in a fast-paced environment.

**Benefits:**

- Gain hands-on experience in sports marketing and event planning.
- Learn from industry professionals and expand your network.
- Contribute to events from concept to completion.
- Potential for growth within Team Lammi.