

## Space Center Houston Summer Marketing Sponsorship Intern

The mission of Space Center Houston is to inspire all generations through the wonders of space exploration. Our vision is to be the world's leading science and space exploration learning center. Owned and operated by the nonprofit Manned Space Flight Education Foundation, we are the Official Visitor Center of NASA Johnson Space Center. The center features more than 400 space artifacts, hands-on interactive educational exhibits, and robust youth programs interpreting the exciting future and remarkable past of America's human spaceflight program.

We are currently seeking Summer Marketing Sponsorship Interns to assist the department with researching and developing various proposals and creative products, along with other day-to-day operations and sponsor fulfillment services to support the mission of Space Center Houston. The Intern will gain knowledge of working at a non-profit education foundation charged with the mission to inspire all generations about the wonders of space exploration. They will gain increased knowledge of marketing and sponsorship functions. Responsibilities and qualifications are shown below:

### POSITION RESPONSIBILITIES

- Performing general administrative duties
- Researching prospects and programming relevant to the industry
- Researching, developing and helping execute new creative products and promotional ideas
- Researching and developing sales proposals and partnerships recaps
- Assisting with special events
- Assisting with client management and general account activation
- Assist with sales, including cold-calling
- Keep up with inventory of sponsor assets
- Assisting Marketing Sponsorship & Partnership Manager with day-to-day operations
- Other duties as assigned

### POSITION QUALIFICATIONS

- Undergraduate college student returning to college as a full-time (12 credit hours) junior or senior in the fall of 2019 and eligible to receive college credit for internship participation.
- Studying marketing, sales, sports/entertainment management or other communications disciplines at a university/college.
- Experience working for an entertainment venue or a marketing sponsorship program is a plus.
- Organized, professional, self-starting.
- Strong written and verbal communication skills
- Proven written, oral, and presentation skills
- Proficiency in the Microsoft Office suite
- Proficiency in CRM software
- Strong time management skills and the ability to prioritize tasks when given clearly defined goals and objectives.
- Able to maintain confidentiality and use discretion when privy to sensitive information.
- Be a flexible and reliable teammate, both within the department and the company as a whole.
- Thrive in a dynamic, deadline driven environment

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Manned Space Flight Education Foundation  
Houston, Texas  
February 2019



- Presents self in professional manner and has the ability to interact with all levels of organization and outside contacts.
- Typical work schedule will be 8:00am-5:00 pm, Monday-Friday. Ability to work extended hours and attend company events as needed.
- Time off for internship related activities will be approved with advance notice during the interview process.

Space Center Houston is an equal opportunity employer. It has a diverse and inclusive work culture with a creative, fun and collaborative environment.

**Pay rate:** \$9.00/hour

**To apply:** Access the application by clicking [here](#). Save the blank application to your computer first, then complete the application. When completed, save again and email to [careers@spacecenter.org](mailto:careers@spacecenter.org).

For more information, contact the Human Resources Department at (281) 244-2150 or visit our website at [www.spacecenter.org/careers](http://www.spacecenter.org/careers).

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