Employment

The Sun Bowl Association is currently seeking to fill two positions for the fall. The 20-week paid internship begins late August and ends in January. Resumes will be accepted until positions are filled.

Media Relations Assistant

The Sun Bowl Association media relations assistant (MRA) will write and edit press releases, publication content, newsletter articles and other materials. The MRA will also assist with the layout, design and content of the State Farm Sun Bowl Basketball Tournament program. The MRA will assist at press conferences and with game management of the Sun Bowl football game and the basketball tournament and will also assist with event management of other events of the Association. The MRA will be responsible for publicity, to include a press conference, for the Leo Cancellare Memorial Swim Meet. The MRA will assist with other aspects of media relations, including media kits, media interviews and the processing and distribution of credentials. Working some nights and weekends is required. Candidate should be working toward, or already possess, a degree in journalism, public relations, sports management, communications or related field. Writing experience and excellent communication skills required. Working knowledge of Adobe Photoshop, Adobe Illustrator, and Adobe InDesign, and Social media outlets - Facebook and Twitter is preferred. If interested in the position, please e-mail your resume to Trenten Hilburn .

Marketing Assistant

The Sun Bowl Association marketing assistant (MA) will assist with the development and distribution of promotional materials. He or she will also serve as general information center for both internal and external communities. The candidate will assist in the production and sales of promotional materials as well as supervision of special events and promotions and maintaining records, files and databases. Candidate must possess strong interpersonal, written and oral communication skills. Candidate must be of professional maturity and judgment, self-motivated and able to work independently. The MA must have experience with Microsoft Office to include: Word, Excel and PowerPoint. MA must be able to work under stressful situations and time constraints. The candidate must be able to work on holidays (Thanksgiving, Christmas Eve and New Year’s Eve). Working knowledge of Adobe Photoshop, Adobe Illustrator, and Adobe InDesign, and Social media outlets - Facebook and Twitter is preferred. If interested in the position, please e-mail your resume to Jay Pritchard .