



Sales & Outreach Intern

Internship | Hybrid | 8–20 Hours Per Week

TopEvent Rentals is seeking a driven intern to support lead generation, venue partnerships, corporate prospecting, and revenue growth within the event industry.

Outreach & Lead Generation

- Research planners, venues, corporations, nonprofits, and schools
- Identify key decision-makers and collect verified contact details
- Build and maintain structured contact databases (Sheets/CRM)
- Develop outreach scripts and personalized email messaging
- Make outbound introduction calls daily
- Send customized follow-up emails (no generic templates)
- Log every interaction and maintain communication history
- Follow up consistently (minimum 2–3 touchpoints per lead)
- Qualify prospects based on budget, event size, frequency, and timeline
- Schedule discovery calls and partnership meetings

Venue & Corporate Development

- Identify venues without preferred rental partnerships
- Initiate partnership conversations and track status updates
- Maintain a 'Preferred Venue Pipeline' list
- Research corporate offices hosting recurring events
- Track seasonal event cycles and prospect timing
- Assist in preparing venue introduction materials

Performance, Reporting & Market Research

- Track calls made, contacts added, responses, and meetings scheduled
- Provide weekly KPI performance summaries
- Research competitor pricing and positioning strategies
- Identify underserved markets and new growth opportunities
- Recommend outreach strategy improvements based on data

Skills & Qualifications

- Strong communication and professional phone presence
- Comfortable handling rejection and persistent follow-up
- Highly organized and detail-oriented
- Self-motivated with a results-driven mindset
- Comfortable using Google Sheets, Excel, or CRM tools
- Interest in sales, marketing, or entrepreneurship

To apply, email your resume and availability to info@topeventrentals.com Subject line: "Sales & Outreach Intern Application."