



Assistant Coordinator (Events / Exhibits Internship)

SBX Group

Position Overview

Position / Division	Assistant Coordinator (Internship) Events / Exhibits
	<p>As part of SBX's commitment to developing future industry leaders, our internship program gives students the chance to learn alongside executives shaping the next generation of sports, entertainment, and lifestyle experiences.</p> <p>Join the team behind world-renowned touring exhibitions including Michelangelo's Sistine Chapel: The Exhibition, Princess Diana: Accredited Access, Princess Diana & The Royals, The Smurf Experience, and more. The successful candidate will gain hands-on experience in the business and creative execution of large-scale immersive exhibitions and live experiences.</p> <p>The intern will collaborate with SBX Group's cross-functional teams in business development, operations, marketing, and partnerships to help bring our events and exhibitions to audiences around the world. This role provides exposure to every phase of an event's lifecycle — from concept and planning to launch and ongoing operations — offering a comprehensive foundation in global event management and experiential entertainment.</p>
Eligibility	Must be required to complete this internship for course credit
Term	January 2026 Four (4) months Full-Time Position
Deadlines	Application Deadline: Friday, November 21, 2025 Start Date: Wednesday, January 7, 2026 <i>Short listed applicants will be contacted for next steps</i>
Location	<p>Our virtual internship program is built for global connection across multiple time zones, using digital tools and regular mentorship and team check-ins.</p> <ul style="list-style-type: none">• Internship is out of Toronto office• However, will be done virtually• Company computer and phone will be provided for internship• Collaborate cross-functionally across all of our offices (Toronto, Miami, Las Vegas, Saskatchewan)
Compensation	The internship is designed as a learning experience with a \$1,000 honorarium to support expenses over the four-month term.
How to Apply	<p>Please send your resume and cover letter to mclarke@wearesbx.com</p> <p><u>Subject line:</u> Attn: Assistant Coordinator Position - Events / Exhibits (January 2026)</p> <p>Please note: Applications will be reviewed on a rolling basis until the deadline.</p>

About SBX:

SBX Group is a global sport, entertainment and lifestyle agency. The firm focuses on three business verticals.

- Talent: Representing the business and brands of leading athletes and personalities.
- Events: Creating, owning and operating leading large-scale entertainment properties such as the 2018 NCAA Duke International Tour, Sistine Chapel Exhibit, Red Bull Ice Cross World Championship series, Princess Diana: Accredited Access, The Smurf Experience USA and more.
- Consulting: Assisting brands with their marketing strategies and plans within sport, entertainment, and lifestyle areas. Current and past clients include TheScore, Pizza Hut, Lune Rouge.



Our Story:

Our focus is to be disruptive, hungry for growth and entrepreneurial for our firm and our clients.

We offer the personal connection and care for clients that comes with a boutique firm, forged with the assets, capabilities, network and reach to succeed on a global level.

We have an intimate understanding of all sides of the equation - talent, property, brand - because we live and breathe it everyday.

We are Creators. We are Hunters. We are Builders. We are SBX.

The Job Details and Key Accountabilities

Support the operation and growth of SBX's Events & Exhibits Division, including active and developing exhibition properties:

- Assist in the business development process — researching new cities, venues, and partners for exhibition expansion
- Support the creation of EOI / RFP documents, proposals, and pitch decks to secure host cities, sponsors, and partners
- Participate in operational planning for active and upcoming exhibitions — including logistics, design coordination, production timelines, and staffing support
- Collaborate with the marketing and PR teams to manage social media content calendars, advertising campaigns, and promotional materials
- Work on on-site event operations planning — visitor experience, ticketing, merchandise, and customer engagement initiatives
- Maintain up-to-date sales & marketing collateral, including fact sheets, one-pagers, and visual presentations
- Conduct market research on new regions, tourism data, and competitive landscape for touring exhibitions
- Attend internal and partner calls, take detailed notes, and execute follow-up tasks
- Contribute creative ideas for new exhibit concepts, partnerships, and visitor engagement opportunities.

Learning Outcomes

- Understand how SBX identifies, develops, and launches large-scale touring exhibitions
- Gain a full understanding of how multi-city exhibitions are conceptualized, developed, and executed
- Learn the fundamentals of event operations, production, marketing, and partner management
- Learn how to balance creativity with logistics in event production
- Build experience in market analysis, stakeholder management, and brand communications
- Develop strong professional communication and presentation skills in a real-world agency setting

Skills & Expertise:

Preferred: Experience with Canva, Google Slides, or design software; familiarity with CRM or influencer platforms; passion for sports and entertainment industries. Strong teamwork skills, creative thinking and initiative. Comfortable working independently in a fast-paced, dynamic environment.

Additional: Research • Analysis • Critical Thinking • Writing & Content Development • Interpersonal & Communication Skills • Organization • Design & Presentation • Social Media & New Media