

Iowa Games Internship
Internship: Event Management
Semester: J-Term

1 Position Available

January 3 – January 30, 2019 (starting and ending dates negotiable)

Who: Students majoring in sport management/leisure studies, business administration/marketing or related field. Students attending a university or college that offers the J-term semester are encouraged to apply.

Qualifications: Must be organized and detailed oriented. Must have some skills with Microsoft Word and Excel and have the ability to learn website design, Adobe InDesign, Illustrator, Photoshop and the Iowa Games database. Must be a team player and work well with others.

Job Description: Will assist in organizing and conducting the Winter Iowa Games. Duties will include but not limited to: assisting with entry materials, marketing and promoting the event, data entry, web site updates, confirmation letters, team schedules, distributing equipment, writing press releases, and event setup and tear down.

Why the Iowa Games: The internship will give you the opportunity to learn a great deal about not-for-profit entities. You will work with a dedicated staff and see the insights of sport and event management.

Hours: Typical office hours for interns will be Monday – Friday, 9:00 am – 3:00 pm. The J-term intern is required to attend the Winter Iowa Games January in Dubuque.

Other Perks:

Paid Stipend at the conclusion of the internship

Fitness membership to the recreation centers on the campus of Iowa State University

Have fun while building your resume

Meet new people

Deadline: October 31, 2018

How to apply:

Email a resume, cover letter and contact information for three references. Please indicate which internship and semester you are applying for in the subject line of your email.

Submit to:

Megan Hansen, Assistant Sports Director

megan.hansen@iowagames.org

888.777.8881 x 116