

Iowa Games Internship
Internship: Event Management
Semester: Spring

1 Position Available

January – May (starting and ending dates negotiable) | Part-time

Who: Students majoring in sport management/leisure studies, business administration/marketing or related field. All college levels are welcome to apply but juniors and seniors who need internship credit to graduate are strongly 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 following events: Winter Iowa Games, Mud Run, Live Healthy Iowa 5K, Live Healthy Iowa Kids Track Championships and other events hosted by the Iowa Games. Duties will include but are not limited to: assisting with entry materials, marketing and promoting the event, data entry, website updates, confirmation letters, team schedules, equipment, and event set up 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: The spring internship is part-time. Typical office hours for interns will be Monday – Friday, 9:00 a.m. – 3:00 p.m. However, there will be required attendance at weekend events and occasional late hours as activities dictate. The spring intern will be required to work the Winter Iowa Games weekends (January 26 – 28 / February 9 – 11) and Live Healthy Iowa 5K (April).

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

