Iowa Games Internship
Internship: Event Management – 7 month internship **Semester: Spring & Summer**

1 Position Available

January – July 31 (starting and ending dates negotiable)

- Part-time from January – mid-May (25 hours per week)
- Full-time mid-May – July 31 (40 hours per week)

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, 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, Iowa Senior Games, Iowa Senior Games regional competitions and Summer Iowa Games. Duties will include but are not limited to: coordinating Iowa Senior Games events, assisting with entry materials, marketing and promoting the event, data entry, website updates, confirmation letters, team schedules, equipment, recruitment of volunteers 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: From January – mid-May the internship will be part-time; averaging 25 hours per week. The internship will move to full-time starting mid-May – July. Typical office hours for interns will be Monday – Friday, 9:00 am – 3:00 pm. From mid-April – mid-June the internship will focus on the Iowa Senior Games. However, there will be required attendance at weekend events and occasional late hours as activities dictate. The Event Management Intern will be given time off during the 7 month internship including their college scheduled spring break week and time in early May.

Other Perks:
Monthly paid stipend
Fitness membership to the recreation centers on the campus of Iowa State University
Opportunity to work with a large scale event (Iowa Senior Games & Summer Iowa Games) from all stages of planning
Have fun while building your resume
Meet new people

Deadline: October 31, 2019

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:
Katie Kramer, Iowa Games Director
katie.kramer@iowagames.org
888.777.8881 x 103