

**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, 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 24 – 26 / February 9 – 11).

**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, 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](mailto:katie.kramer@iowagames.org)

888.777.8881 x 103

## **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

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**Deadline:** October 31, 2019

#### **How to apply:**

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#### **Submit to:**

Katie Kramer, Iowa Games Director

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888.777.8881 x 103

## **Iowa Games Internship**

**Internship: Sports Marketing Intern – 7 Month**

**Semester: Spring & Summer (7 Month)**

**1 Position Available**

January – July 31 (starting and ending dates negotiable)

- Part-time from January – mid-May (15-20 hrs/week)
- Full-time mid-May – July 31 (40 hours per week)

**Who:** Students majoring in sport marketing, business marketing, communications 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 skills with Adobe InDesign, Illustrator and Photoshop; and have the ability to learn Web site design. Must be a team player and work well with others.

**Job Description:** The internship will focus on Sports and Event Marketing. Intern will assist in marketing the Winter Iowa Games, Senior Games events, Live Healthy Iowa and Summer Iowa Games. Duties will include but not limited to:

- Marketing and promoting programs, events, and challenges
- Website updates
- Graphic Design/Publications
- E-mail marketing
- Writing press releases
- Photo/videography
- Social media marketing

**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 and marketing.

**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, 9:00am – 3:00pm. There will be required attendance at weekend events and occasional late hours as activities dictate. The Sports Marketing 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

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**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

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888.777.8881 x 103

## **Senior Games Sport, Marketing and Event Management Internship**

Mid-March – July 1 (starting date negotiable)

1 Internship Position Available | Part Time to Full Time (Once School is Out)

**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 Senior Games database. Must be a team player and work well with others.

**Job Description:** The internship will focus on Marketing and Event Planning. Interns will assist in organizing and conducting the Iowa Senior Games. Duties will include but are not limited to: marketing and promoting the events, data entry, website updates, team schedules, volunteer recruitment, acquisition/distribution of equipment, writing press releases and newsletters and event setup and tear down.

Interns will market/promote the Iowa Senior Games and the Iowa Games at various locations throughout May and June. Events could be sports tournaments and leagues, community celebrations, parades, etc.

**Why The ISF:** 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:** Office hours will be part time in March – becoming full time in mid-May through June. Expect extended hours and weekend work. Senior Games Interns will be required to work the weekends of the Iowa Senior Games and regional Iowa Senior Games events.

### **Other Perks:**

Paid Stipend at the conclusion of the internship

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

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**Deadline:** December 1, 2019

E-mail a resume, cover letter and three references. Please indicate which internship and semester you are applying for.

Apply early. Internships positions may be filled prior to the deadline.

### **Submit to:**

Katie Kramer, Iowa Games Director

[katie.kramer@iowagames.org](mailto:katie.kramer@iowagames.org)

888.777.8881 x 103

**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, 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, 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

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**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](mailto:katie.kramer@iowagames.org)

888.777.8881 x 103

## Iowa Games Internship

Internship: Iowa Games Event Management

Semester: Summer

### 4 Positions Available

Mid-May – July 31 (starting and ending dates negotiable) | Full-time (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. Must be a team player and work well with others.

**Job Description:** Will assist in organizing and conducting the Summer Iowa Games, Iowa Corporate Games, and other events conducted by the Iowa Sports Foundation. Duties will include but are not limited to: marketing and promoting the Games, data entry, website updates, confirmation letters, team schedules, recruiting volunteers, distributing equipment, planning the athlete jamboree and Opening Ceremony, and event set up and tear down. Interns will market/promote the Iowa Games at various locations throughout May and June.

**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 summer internship is full-time. Typical office house for interns will be Monday – Friday, 9:00am – 3:00pm. However, office hours will vary throughout the summer. Expect extended hours and weekend work. Summer Event Management Interns will be required to work weekends.

### Other Perks:

Paid Stipend at the mid-way point and conclusion of the internship

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

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**Deadline:** December 1, 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](mailto:katie.kramer@iowagames.org)

888.777.8881 x 103

**1 Position Available**

Mid-May – July 31 (starting and ending dates negotiable) | Full-time (30 + hours per week)

**Who:** Students majoring in sport marketing, business marketing, communications 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; Adobe InDesign, Illustrator and Photoshop; and have the ability to learn website design.

**Job Description:** The internship will focus on Sports and Event Marketing. Intern will assist in marketing Summer Iowa Games. Duties will include but not limited to:

- Marketing and promoting the Games
- Website updates
- Graphic Design/Publications
- E-mail marketing
- Writing press releases
- Media Relations

**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 and marketing.

**Hours:** The summer internship is full-time. Office hours will vary throughout the summer. Expect extended hours and weekend work. Summer Sports Marketing Intern will be required to work weekends.

**Other Perks:**

Paid Stipend at the mid-way point and conclusion of the internship

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

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**Deadline:** February 1, 2020

**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](mailto:katie.kramer@iowagames.org)

888.777.8881 x 103

**1 Position Available**

May – July 31 (starting date negotiable) | Full-time (30+ hours per week)

**Who:** Students majoring in adaptive sports, recreation, sport management/leisure studies, business administration, event management 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.

**Overview:** As the statewide leader in sports and recreation opportunities for the population with physical disabilities, Adaptive Sports Iowa (ASI) will provide our interns will receive a unique and educational experience. Interns will have the opportunity to take part in all aspects of sports and recreation management from program design to event management as well as working with our athletes.

This internship opportunity will demand a lot but is guaranteed to provide outstanding real world experience. Our interns will be closely involved in all aspects of event management and tasked with significant responsibility. For over 40 years the state of Iowa plays host to the *Registers' Annual Great Bike Ride Across Iowa* (RAGBRAI). Essentially it is the oldest and largest cycling event on the planet. Adaptive Sports Iowa organizes the only team within RAGBRAI that supports cyclists with physical disabilities. 2020 will be the 9th year for our team. The team consists of roughly 80 people from many states and a wide variety of physical disabilities. The role of our summer intern will be to coordinate all aspects of our RAGBRAI team.

**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 ASI database. Must have an excellent work ethic and be able to work independently.

**Job Description:** The internship will focus on the planning and operations of ASI programs and events.

- Event coordination
- Roster management
- Volunteer correspondence
- Facility set-up/teardown

In addition the intern will assist in the operations of various ongoing ASI programs including wheelchair basketball, track and field, beep baseball, Airgun, and community events.

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

**Hours:** Office hours will vary throughout the summer. Expect extended hours and weekend work leading up to RAGBRAI (July 18-25, 2020).

**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:** December 28, 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](mailto:katie.kramer@iowagames.org)

888.777.8881 x 103

Internship Coordinator:

Hannah Lundeen, Adaptive Sports Iowa Director

[hannah.lundeen@adaptivesportsiowa.org](mailto:hannah.lundeen@adaptivesportsiowa.org)

888.777.8881 x 115



**1 position available**

Mid-May – July 31 (starting and ending dates negotiable) | Full-time (30 + 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, Access and Excel and have the ability to learn website design and the Des Moines Corporate Games database. Must be a team player and work well independently. Must have reliable transportation.

**Job Description:** Will assist in organizing and conducting the Des Moines Corporate Games. Duties will include attending Des Moines Corporate Games events and competitions, creating sports schedules, communicating with company admins, calculating results, updating web site and database

**Why the Des Moines Corporate Games:** You will work with a dedicated staff and see the insights of sport and event management, including large scale events through the Iowa Games.

**Hours:** The summer internship is full-time. Office hours will vary throughout the summer. Evening and weekend work is required. Most events and competitions take place in the Des Moines metro area. Office hours would be in Ames.

**Other Perks:**

Paid stipend at the mid-way point and conclusion of the internship

Paid mileage for any travel to and from events

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

Have fun while building your resume

Meet new people and network with Des Moines area businesses

**Deadline:** December 1, 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](mailto:katie.kramer@iowagames.org)

888.777.8881 x 103

**1 Position Available**

September – mid-December (starting and ending dates negotiable) | Part-time (25 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: Net Fest Hockey & Basketball, assist in the planning of the Winter 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 fall internship is part-time. Typical office hours for interns will be Monday – Friday, 9:00 am – 3:00 pm. However, there will be required attendance at weekend events and occasional late hours as activities dictate. The fall intern will be required to work the Net Fest weekends.

**Other Perks:**

Paid Stipend at the conclusion of the internship

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

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Meet new people

**Deadline:** May 1, 2020

**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

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