



Event Management 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 as well as good communication skills. 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

Have fun while building your resume

Meet new people

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

888.777.8881 x 103