



## Event Management Fall (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

Have fun while building your resume

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

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

888.777.8881 x 103