



## Event Management J-Term (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

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