



Event Management | 7 month Internship Spring & Summer

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 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 following events: Winter Iowa Games, Iowa Senior Games, Iowa Senior Games regional competitions and State Games of America. 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, 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. The 2022 7- month Summer Internship will be unlike any other internship as interns will be provided the opportunity to work hands-on with a National event. The Iowa Games will be hosting the 2022 State Games of America that will bring in participants from all around the country. For more information regarding the State Games of America, please visit <https://www.stategamesofamerica.com/>

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. Applicants not living within proximity to Ames have the ability to work remotely for the first part of the internship. Interns will be expected to be in-person and in the office for the remainder of the internship. Depending on your location, interns will likely be expected to attend winter / spring events. **specific dates will be discussed in further detail upon accepting a position.

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 events (Iowa Senior Games & Summer Iowa Games) from all stages of planning

Have fun while building your resume

Meet new people

Deadline: December 1, 2021

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:

Sarah Walljasper, Assistant Director of Health & Wellness Initiatives

sarah.walljasper@iowasportsfoundation.org,

888.777.8881 x 710