



# DES MOINES CORPORATE *GAMES*

## Event Management Summer (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

Have fun while building your resume

Meet new people and network with Des Moines area businesses

**Deadline:** December 1, 2022

### 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:

Avery Heikens, Administrative Assistant

[internships@iowasportsfoundation.org](mailto:internships@iowasportsfoundation.org)

888.777.8881 x 710