



## Event Management | 7-month Internship

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, and Summer Iowa Games. Duties will include but are not limited to: assisting with entry materials, marketing and promoting the event, data entry, confirmation letters, team schedules, equipment, communicating with participants and coaches, 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. Interns are able to take ownership of assigned events and play a key role in executing the event(s). This internship will provide good office experience as well as being hands-on at events.

**Hours:** From January – mid-May the internship will be part-time; averaging 10-15 hours per week, depending on class schedule. The internship will be full-time starting mid-May – July. 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 Event Management Intern will be given time off during the 7-month internship including their college scheduled spring break week. The internship can then be remote/hybrid during the spring semester, and interns will be expected to be in-person in Ames during the summer. 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
- Opportunity to work with a large-scale events from all stages of planning
- Have fun while building your resume
- Meet new people

**Deadline:** December 1, 2023

**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  
888.777.8881 x 710