



## Event Management Summer (May, June, July)

Mid-May – July 31 (starting and ending dates negotiable) | Full-time (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 Summer Iowa Games and assist with other events conducted by the Iowa Sports Foundation. Duties will include but are not limited to: marketing and promoting the Games, data entry, confirmation letters, team schedules, recruiting volunteers, distributing equipment, communicating with participants and coaches, planning the Athlete Tailgate and Opening Ceremony, and event set up and tear down. Interns are able to take ownership of assigned tasks 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.

**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:** The summer internship is full-time. Typical office house for interns will be Monday – Friday, 9:00am – 3:00pm. However, office hours will vary throughout the summer. Expect extended hours and weekend work. Summer Event Management Interns will be required to work weekends.

### Other Perks:

- Paid Stipend at the mid-way point and conclusion of the internship
- Opportunity to work with a large-scale event 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](mailto:internships@iowasportsfoundation.org)  
888.777.8881 x 710