



## Event Management | 7 month internship Spring & Summer (1 Position Available)

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 and have the ability. Must be a team player and work well with others. Must have good communication skills.

**Job Description:** Will assist in organizing and conducting the following events: Live Healthy Iowa 10 Week Wellness Challenge, Live Healthy Iowa Kids Track Championships, Go the Distance May, and the Summer Iowa Games Track Meet. This position will also assist with prep work for the Live Healthy Iowa 5K to be held in September. Duties will include but are not limited to: coordinating with communities for LHI Kids Track sites, marketing and promoting the events, data entry, website updates, confirmation letters, and recruitment of volunteers and event day help.

**Why the Iowa Sports Foundation:** 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:** 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. 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.

**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

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