



## **EVENT MANAGEMENT INTERNSHIP - FALL**

The Colorado Springs Sports Corporation (The Sports Corp) is a 501(c)3 non-profit organization committed to creating and attracting sporting events that contribute to the quality of life for citizens of the Pikes Peak region and generate an economic impact for the community.

Annual events include: Pikes Peak Airstrip Attack, 4<sup>th</sup> of July Symphony on Your Porch, Rocky Mountain State Games, Colorado Springs Sports Hall of Fame, Broadmoor Pikes Peak Cycling Hill Climb, Colorado Springs Labor Day Lift Off, sports luncheons and a golf tournament.

The primary focus of this internship will be to assist staff with final planning and execution of the Labor Day Lift Off and the Colorado Springs Sports Hall of Fame. Interns will also work in some capacity on additional events organized and executed by The Sports Corp.

This internship will feature numerous hands-on projects, background/planning information for each event as well as after action analysis. Professional development sessions will be held on a regular basis to allow interns the opportunity to refine skills and talents necessary for future roles in sports and event management. Additionally, formal mid and final internship evaluations will be conducted for the purpose of further professional development.

### **QUALIFICATIONS**

- ♣ Students majoring in sports management, marketing, management or communications programs are preferred but not required.
- ♣ Strong initiative, positive attitude and ability to work well with others
- ♣ Excellent verbal and written communication skills and creative ability
- ♣ Ability to meet deadlines and manage multiple projects
- ♣ Strong desire to learn and gain experience by working on a variety of projects in a professional work environment
- ♣ Available to work a minimum of 20 hours per week during regular business hours (8:00 am - 5:00 pm, Monday – Friday) during the fall semester. *Additional hours will be required during events – usually on weekends or evenings.* Full calendar of events and expectations will be reviewed during orientation.

## **PRIMARY RESPONSIBILITIES & PROJECTS**

*The projects included below are representative, but not exhaustive, of the most important tasks.*

- ♣ Assist staff in all aspects of event management including research, planning, facility evaluation, venue selection, equipment procurement, event operations, etc.
- ♣ Become familiar with all procedures and communications of event management
- ♣ Assist in identifying and communicating with sports organizations, associations, leagues, athletic directors, etc. with the purpose of establishing relationships and promoting events
- ♣ Determine appropriate distribution channels for marketing materials including: e-newsletters, flyers, posters, etc. and develop a comprehensive distribution plan
- ♣ Post-event feedback and evaluations on all Sports Corp events

## **CREDIT HOURS**

This is an **unpaid internship** but may include credit hours as determined by the internship program guidelines of the appropriate college.

## **APPLICATION DEADLINE**

**There is not a specific application deadline for this internship.** Positions are filled as soon as candidates are interviewed, selected, and accept – usually several months in advance – but at the latest by **October 15**.

*Interested parties are asked to forward a letter of interest, resume and list of references to:*

**Aubrey McCoy**  
**Chief Operating Officer**  
**719-634-7333, ext. 1010**  
**[aubrey@thesportscorp.org](mailto:aubrey@thesportscorp.org)**