



## **EVENT MANAGEMENT INTERNSHIP - SPRING**

The Colorado Springs Sports Corporation (The Sports Corp) is a 501(c)3 non-profit organization committed inspiring and advancing Colorado Springs, Olympic City USA, and the Pikes Peak region through sport and community events.

Annual events include the 4<sup>th</sup> of July Symphony on Your Porch, Rocky Mountain State Games, Colorado Springs Sports Hall of Fame, The Broadmoor Cycle to the Summit, Colorado Springs Labor Day Lift Off, Pikes Peak Regional Airshow, a series of sports industry networking events and a golf tournament.

**The primary focus of the spring internship will be to assist staff with planning and promotion of upcoming major events and execution The Broadmoor Winter Polo Classic (February 23, 2023) and Sports Corp annual golf tournament (May TBD), 4<sup>th</sup> of July Symphony on Your Porch (July 2023) and the Rocky Mountain State Games (July 2023).**

Interns will also work in some capacity on additional events organized and executed by The Sports Corp.

Sports Corp Internships feature numerous hands-on projects related to the planning, promotion and execution of each major event as well as participating in post-event evaluation. Professional development sessions are held on a regular basis and within regular workflow 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 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. **Additionally, upon a successful completion of the internship and quality performance as determined by Sports Corp staff, a minimum \$500 stipend will be awarded at the conclusion of the internship.**

## **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 **November 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)**