



EVENT MANAGEMENT INTERNSHIP - SUMMER

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 4th 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 Air Show, a series of sports industry networking events and a golf tournament.

The primary focus of this internship will be to assist staff with all areas of preparation for Sports Corp events occurring and summer, including the 4th of July Symphony on Your Porch (July 4, 2022), Rocky Mountain State Games (RMSG) (primarily July 22-24 & 27-29, 2022), and The Broadmoor Cycle to the Summit (August 13, 2022). 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 35- 40 hours per week during regular business hours (8:00 am - 5:00 pm, Monday – Friday) during the summer 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, 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 State Games materials including: 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 **April 1**.

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

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