



EVENT MANAGEMENT INTERNSHIP - SPRING

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

Annual events include The Broadmoor Winter Polo Classic, Star Spangled Symphony & Fourth of July Fireworks, Rocky Mountain State Games, The Broadmoor Cycle to the Summit, Colorado Springs Labor Day Lift Off, Pikes Peak APEX, Pikes Peak Regional Airshow, Colorado Springs Sports Hall of Fame, and a series of sports industry networking events.

The primary focus of this internship will be to assist staff with all areas of preparation for CSSC events, including The Broadmoor Winter Polo Classic, the Sports Corp Golf Tournament, The Olympic and Paralympic Summer Fest, Star Spangled Symphony and July 4th Fireworks, Rocky Mountain State Games, and Labor Day Lift Off. 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, and ability to demonstrate the CSSC's core values: **Team Player, Positive Attitude, Dependable, Solutions Focused, High Standards.**
- 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.
- Proficient in Microsoft Office suite, Canva, and Jotform are preferred but not required.
- Available to work a minimum of 20-25 hours per week during regular business hours (9:00 am - 4:00 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, 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 successful completion of the internship and quality performance as determined by Sports Corp staff, a minimum \$1,000 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 **December 1**.

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

Travis Stedman
DIRECTOR OF OPERATIONS
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