



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: Rocky Mountain State Games, Colorado Springs Sports Hall of Fame, the Broadmoor Pikes Peak Cycling Hill Climb, Hockey Face-Off Luncheon, College Football Kickoff Luncheon, Olympic Family Luncheon and Sports Corp Golf Tournament.

Additional events recently hosted by The Sports Corp include: Colorado Springs Labor Day Lift Off, USA Cycling Hill Climb National Championships, Pikes Peak Downhill Skateboard World Cup, NORCECA World Championship Qualifier, Warrior Games, USA Pro Cycling Challenge, U.S. Open Ultimate Championships, NCAA Ice Hockey Tournaments and the USA Boxing National Championships.

The primary focus of this internship will be to assist staff with all areas of preparation for events occurring in the fall, including the Colorado Springs Sports Hall of Fame and assisting with the wrap-up for the Rocky Mountain State Games (RMSG). The RMSG is the annual statewide Olympic-style, multi-sport festival held in Colorado Springs and open to all Colorado residents of all ages and skill levels.

The RMSG is the Colorado's largest multi-sport festival held in Colorado Springs over the last two weekends of July each year. More than 10,000 athletes of all ages and abilities compete for Gold, Silver or Bronze in 40+ sports. Sports Corp staff conducts event planning for the Rocky Mountain State Games each year as well as coordinates statewide marketing, outreach and public relations efforts for its events.

Interns will also work in some capacity on a variety of events including: College Hockey Face-Off Luncheon and Colorado Springs Labor Day Lift Off, Colorado Springs Sports Hall of Fame, and more.

An intern with The Sports Corp must be a responsible self-starter capable of handling multiple tasks at the same time yet taking each to completion. The intern must have basic computer skills, strong interpersonal skills and be able to work well in a team environment.

This internship will feature numerous hands-on projects, background/planning information for each event as well as after action analysis. The greater the effort put into this internship the greater and more valuable the experience will become. This position will include professional development sessions and allow interns the opportunity to refine skills and talents necessary for future roles in sports and event management.

This is an **unpaid** position that will include credit hours as determined by the internship program guidelines of the appropriate college.

Qualifications

- ♣ Students majoring in sports management, marketing, management or communications programs are preferred but not required
- ♣ Strong initiative, positive attitude and the ability to work well with a variety of personalities
- ♣ Excellent verbal and written communication skills and creative ability
- ♣ Ability to meet deadlines and manage multiple projects
- ♣ Adequate clerical skills to function efficiently in an office environment. Knowledge of Microsoft Office (Word, Access, Excel) are helpful.
- ♣ 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.

Primary Responsibilities & Projects

An intern may work on any or all of the following projects. The projects included below are representative, but not exhaustive, of the most important tasks. The staff and the intern will plan projects based on their timing and significance.

- ♣ Assist staff in all aspects of event management including research, planning, facility evaluation, venue selection, equipment procurement, volunteer training & management, preparatory meetings, etc.
- ♣ Become familiar with all procedures and communications concerning event management

- ♠ Assist Outreach Coordinator in identifying and communicating with sports organizations, associations, leagues, athletic directors, etc. across Colorado with the purpose of establishing relationships and promoting the Rocky Mountain State Games
- ♠ Determine appropriate distribution channels for State Games materials including: flyers, posters, registration handbooks, etc. and develop a comprehensive distribution plan
- ♠ Solicit and coordinate the Colorado Springs Sports Hall of Fame Silent Auction
- ♠ Coordinate use of social media for all Sports Corp events
- ♠ Post-event feedback and evaluations on all Sports Corp events
- ♠ Utilize data collected from participant surveys, after action meetings, and the previous year's final report in order to evaluate and implement recommendations
- ♠ Will be an ambassador of The Sports Corp inside and outside the office

MEASUREMENTS

- ♠ Complete assigned tasks in a professional and timely manner
- ♠ Complete a written report of projects at the end of the internship that meets with the approval of the Director and the appropriate Internship Coordinator at his/her college

CREDIT HOURS

The Sports Corp event management internship will include credit hours as determined by the internship program guidelines of the appropriate college.

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

*Colorado Springs Sports Corporation
Attn: Aubrey McCoy
1631 Mesa Avenue, Suite E
Colorado Springs, CO 80906
(719) 634-7333, ext. 1006
aubrey@thesportscorp.org*