



Summer Event Management Internships

Summer Internships with WSDC will cover the areas of Event Operations, Strategic Partnership Sponsor Development, Marketing and Communications and Administration as they pertain to Badger State Games and Paddle & Portage. Specific duties in each area may include:

Operations - assist staff, sport commissioners and captains in hosting the events. Duties will include scheduling facilities, preparing and distributing equipment, recruiting volunteers, planning special events and receptions, and coordinating packing of t-shirts and printed materials in athlete bags

Marketing - implementing promotional/outreach campaigns, updating and building the marketing database, identifying and attending events at which to promote WSDC events and programs and contacting groups of individuals utilizing electronic mail and telecommunications.

Strategic Partnerships – soliciting small businesses for cash and in-kind donations, managing sponsor banner inventory and banner placement at events, assisting with sponsor networking and recognition events.

Administration – assisting with participant event registration and customer service. Also includes some exposure to the revenue and expense aspects of event management.

Interns are expected to contribute in all areas mentioned above as well as be responsible for managing one event, competition, or tournament from start to finish.

Time Required:

We are currently taking applications for summer internships. Starting and ending dates are negotiable. Interns work 35-40 hours per week on average and need to be available to work during the following weekend events:

- **June 18 - 27, 2010** Badger State Summer Games
- **July 17, 2010** Paddle & Portage

REQUIREMENTS:

- Organized and able to work through a project with little supervision.
- Strong verbal and written communication skills.
- Proficient in Microsoft Word and Excel.
- Must have own transportation.

To apply for a position, email letter of application and resume to:

Jackie Jensen
Director of Administration
jjensen@sportsinwisconsin.com

Within your resume or letter of application, please address the following questions:

- What sport or event management experience do you have, i.e. competing in or coaching a sport, managing an event, academic classes, etc?
- Are you seeking an internship for class credit or strictly for experience?
- How many hours a week can you devote to an internship?
- What is your timeline for an internship, i.e. beginning and ending dates?
- Are you available to work the following weekend dates: June 18-20, June 25-27, and July 17, 2010?