Facilities and Game Operations Intern

Drake University Department of Athletics is seeking Facility Management and Game Operations Interns for the 2022-23 athletic season. This internship is a semester-long position of 200 hours.

Job Responsibilities: This position will work with the two Assistant Directors of Game Operations, assisting with the day-to-day management, scheduling and preparation for events and team practices. This position will also be heavily involved with game operations and supervision of event staff for Drake Athletics. This opportunity will afford the interns hands-on experience as well as in-depth experience in facility management and game operations along with the administrative functions of personnel in an intercollegiate athletics program. In this role, you will be exposed to all aspects of an NCAA Division I athletics program, by assisting with facility management and game/event operations for all Drake home games and other special events held in Drake Stadium, The Knapp Center and other athletic facilities. Other duties as assigned.

Job Requirements: Availability to work nights and weekends for each Drake Athletics’ home games and outside special events (i.e. State High School Track and Field championships). Strong communication (both verbal and written) and interpersonal skills are required. A working knowledge of athletic administration, game management, social media and college sports is recommended.

Application Materials Needed: 1) Letter of interest, 2) resume, and 3) the names and contact information of three references.

Please send your application packet to Dylan Adams at Dylan.adams@drake.edu.