EVENT MANAGEMENT INTERN

BASIC FUNCTION AND RESPONSIBILITY:
The Event Management Intern provides general support to the Athletics Event Management unit coordinating event management and special events.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:
• Coordinate pre-planning activities, including communicating with visiting teams, officials, television, other Athletics units, vendors and external entities.
• Recruit, schedule, and train event personnel and volunteers.
• Develop sport-specific event management, visiting team and Championship/Tournament manuals.
• Conduct on-site management activities, including fulfillment of working staff, volunteer and team needs.
• Assist in the planning and management of Big Ten and NCAA Championship events.
• Act as a liaison between Athletics units, University service units and organizations and community businesses to conduct operations.
• Perform other duties as assigned.

SUPERVISION RECEIVED: General supervision is received from the Associate Director of Event Management. Daily supervision is received from the Event Coordinator or their designee.

SUPERVISION EXERCISED: Functional supervision is exercised over event personnel and volunteers.

QUALIFICATIONS:
• Reasonable experience in handling multiple assignments, conflicting demands or priorities in a fast-paced environment.
• Reliable, dependable and professional.
• Strong communication skills (written, oral and interpersonal) with a focus on customer service.
• Motivated self-starter with the ability to work independently with minimal supervision.
• Excellent organizational skills and attention to detail.
• Ability to accept direction and constructive criticism.
• Ability to work effectively in a team.
• Strong interpersonal skills and a willingness to do variety of tasks.
• Proficiency in Microsoft Windows and Office Suite (Excel, Word, PowerPoint)
• Working knowledge of Adobe Creative Suite (Illustrator, InDesign, Photoshop)

HOURLY RATE: $10 per hour for event work.

WORK HOURS:
Interns must hold a minimum of 15 office hours per week between 8:00 AM and 5:00 PM, Monday through Friday. Event hours occur on nights and weekends, and occasionally during normal business hours and would typically not exceed 20 hours per week.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.