Spring 2019 Event Production Internship

Start Date: Monday February 25th, 2019
End Date: Monday, May 6th, 2019

What We Do:
Located in Des Moines, Iowa, RipRoar Events is the largest endurance event production company in Iowa. Producing the Des Moines Women’s Half Marathon, 5K + Team Relay, DAM to DSM, The Des Moines Turkey Trot and The RipRoar Youth Triathlon Series as well as many other yoga, cycling, non-profit and pet-friendly events, RipRoar Events has it’s hands in nearly every aspect of endurance event production from start to finish. Our events are known for the energy and passion of the staff, athletes, families and children involved. The focus of our Spring 2019 internship will be the Des Moines Women’s Half Marathon, 5K + Team Relay and DAM to DSM events.

How We Do It:
Our approach to creating high caliber events (and work in general) is anything but traditional. We know that the power to move our brand forward lies in cultivating our creativity and inspiring those who stand on our starting lines. We do this by working in an open and creative environment. We value brainstorm sessions and a well-rounded, hard working, stop-at-nothing attitude in our staff members.

Who You Are:
Our team members come from all types of educational backgrounds and recreational backgrounds. This diversity of interests and talents is brought together by shared set of core values: You are kind, optimistic and recognize the impact that your attitude can have on a group. You are a “heart-forward” leader, putting passion ahead of caution and the team ahead of yourself. You are interested in creating and producing events and see the value they bring to individuals and communities. You can solve complex problems with simple tools using common sense and creativity. You are a good communicator and can write and speak professionally when necessary, but understand when is the appropriate time to post something fun to our social media streams. You are reading this and thinking, ‘this sounds perfect.’

Design Background (A plus but not required):
A background with Adobe Illustrator or inDesign is a plus for this internship but not a requirement. Designing for RipRoar Events offers a huge opportunity to expand your design portfolio while getting to see your creations come to life in a very real way. One day you’ll be creating a t-shirt design, race bib or cycling jersey in our office and the next week you’ll see hundreds of athletes proudly wearing your design. If you have design skills please send in some of your projects with your application and resume.

Pay and Perks:
Stipend: $1200
While this is a education based internship, we believe in the value of rewarding hard work. Thus, we offer a $1200 stipend for your time spend working.
How Your Time Will Be Spent:
Our Spring Internship will be divided into two parts:
1. 80%: Time spent in our office planning, promoting, communicating, creating, designing, revising, permitting and organizing running and triathlon events.
2. 20%: Time spent outside at events building, branding, engaging, educating, encouraging, monitoring, moving and high-fiving through a summer of engaging events. This will also include time at the event trailers organizing and inventorying supplies and equipment.

We are flexible in the days/times you spend at the office but we must work out a schedule that equals 10-20 hours per week in the office.

Requirements:
You must be able to commute to downtown Des Moines for each office day.
You must have availability to be at all of the following events listed on the following page.
You must have your own laptop that you feel comfortable using while in the office to create, design and distribute information.
You must not have previous arrests or convictions that pertain to interacting with youth.

Further Opportunities:
There is a common question in our industry, “you have a dream job--how did you get it?” Almost everyone in the event production industry starts as a volunteer or intern, which suggests that, should this be the path for you, there is no better place to start than right here. RipRoar also offers a paid Summer Internship commencing immediately after the spring internship. We also have a wide network for further paid opportunities during and following your internship all over the country. More than 75% of our previous interns have earned spots on national event production teams through these connections. This ‘job’ is unique, it’s mobile, and it’s one that we promise is filled with various opportunities to learn new skills and the chance to create memorable experiences.

Application Details:
If this sound like a perfect internship, we’d love to hear from you. Interested applicants should submit a resume and cover letter to RipRoar Events at info@riproarevents.com by the deadline of midnight on December 2nd, 2018.

All applications must contain both a cover letter and resume for consideration as well as design examples if you have a design background. We do not want traditional templates for your cover letter so save yourself a search on “glass door.” Instead, please write us a letter that shows who you are, why you’re a positive person to be around and why this internship is the right step toward where you want to be. Applicants will be informed of interviews no later than December 5th to commence prior to the end of the Fall Semester.

Required Race Dates: The following dates are mandatory and may not be missed for any reason:
- May 3rd-5th (Des Moines Women’s Half Marathon, 5K + Team Relay, Des Moines)