

BRYAN COLLEGE STATION

SPORTS + EVENTS

Job Title: Sports + Events Intern
Department: Sports + Events
Reports To: Director of Sports + Events
Pay: Credit Hours, Volunteer

Description:

The mission of the Experience Bryan College Station is to enhance economic and social growth in Bryan College Station by marketing, promoting, developing and coordinating tourism, conventions, sports, meetings, conferences, visitations and hospitality opportunities in the area. Bryan College Station Sports + Events (BCS S+E) is a sub-brand of Experience Bryan College Station.

Summary:

BCS Sports + Events is looking for motivated, creative and self-starters to intern. This internship is designed to provide students and recent graduates with invaluable experience within the sports tourism industry through assisting with special projects directly related to sports destination marketing, including assisting sports staff on event planning and implementation, event bids, facility reservations, hospitality arrangements, marketing and management services to sports groups visiting our community.

Qualifications:

Students enrolled in a bachelor's degree program and interested recent graduates are welcome to apply. Desire to organize & manage special events and projects; Ability to see projects through to completion; Excellent organizational skills; Strong work ethic; Experience with Microsoft Office; Ability to work independently with minimal supervision.

Hours:

Part-Time or Full-Time; Flexible shifts between Monday-Friday, 8am-5pm. Weekends are required when events are hosted.

Typical Duties & Responsibilities:

- Co-Manage sports events
- Secure sponsorships for events
- Work with local, state and national organizations with events in Bryan College Station
- Assist sports staff with other office duties

Physical Requirements

Standing, sitting, walking, lifting up to 25 pounds, carrying, pushing/pulling, reaching, handling, kneeling, crouching, bending, twisting, climbing, vision, hearing, and talking as related to performing standard office duties and during events.

Forward Letter of Interest, Resume, & Availability to:

Katie Paschal
Bryan College Station Sports + Events
614 Holleman Dr. E, Ste. 1100
College Station, TX 77840
Telephone: 979.260.9898
E-mail: Katie@bcssportsandevents.com

* NOTE: This job description is not intended to be all-inclusive. Intern may perform other related duties as negotiated to meet the ongoing needs of the CVB.