



Sports Development & Events Intern Summer 2025

The Hamilton County Sports Authority (HCSA), a division of Hamilton County Tourism, is committed to supporting the county's sport tourism industry as a leading destination for youth, amateur, and professional sports. For more information, visit: <https://www.visithamiltoncounty.com/sports/>

Located in Carmel, Indiana, the HCSA is an equal opportunity employer and welcomes everyone to our team. We have an opening for a paid internship mid-May through late July or early August 2025 to assist with event management and sports development initiatives.

The Sports Development & Events internship will provide valuable exposure to sports development, event management and the tourism field. Qualified candidates could include, but not be limited to sports management, event management and tourism majors. This position will report to the Senior Sports Development Manager.

Responsibilities:

- Data entry in HCSA customer relationship management software
- Assist in the planning and implementation of HCSA meetings and events
- Research national events and sports organizations
- Analyze upcoming trends and competitors
- Investigate available youth sports grants: local/regional clubs & facilities
- Support marketing efforts for HCSA and events, to include the creation of social media content and onsite distribution of collateral materials
- Assist the HCSA with other general initiatives, programs and events
- Other duties as assigned

Requirements:

- Flexibility, as work hours will vary depending on the week
- Reliable transportation to and from work; a valid driver's license to drive company vehicle when needed
- Ability to represent the organization in a professional manner with strong verbal and written communication skills
- Self-starter, independent worker
- Working knowledge of Word and Excel software; training provided on other registration software
- Must be able to be active and carry light loads (25 pounds), especially during events

The hours per week may vary but will average around 25 and include some evenings and weekends. This internship will be a maximum of 250 hours total, payable at \$16/hour. *Additional hours may be added to meet school requirements, but those hours would be unpaid.*

To apply, send a cover letter and resume by Dec. 31 to careers@hamiltoncountytourism.com. Please include "Sports Intern" in the subject line of the email.