



JOB DESCRIPTION

April 2019

SPORTS INTERN

Objective

The Sports Intern will be a part of the Madison Area Sports Commission team, assisting with our events and everyday business. This multi-faceted position will work with various areas of our business, including sales, marketing, social media, digital and event support.

Department: MASC/Sports

Direct Report to: Vice President of MASC

Job Classification: Nonexempt, Part-time – 20 hours per week

Work Site Location: Corporate Office

Overview of Responsibilities*

- Online events calendar support for madisonsports.org
- Support CrossFit Games campaign (marketing + welcome)
- Sports Sales support including research and event history calls
- Facility inventory updates
- Vendor database build out and updates
- Onsite event presence and support as needed
- Social media and photography support
- Marketing collateral work, including facility profiles, website content, etc.
- Support of IronKids Fun Run, including outreach and promotion
- Youth Grant application collection, organization and documentation
- Working with our services department on tracking of client gifts and other incentives, as well as collecting post-event feedback from clients
- Assistance with organization of site visits, logistics and itineraries
- Other duties as assigned

Education and Experience Required

- Pursuing a Bachelor's Degree, with an interest in sports business/marketing
- Proficiency on computer based systems, which includes Microsoft Windows and Microsoft Office (Word, Excel, Access). CRM and project management software experience a plus.
- Experience with social media platforms

Skills and Abilities Required

- Strong commitment to detail, quality and accuracy.
- Ability to communicate effectively verbally and in writing.
- Strong organizational and proactive work planning skills.

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- Ability to establish and maintain effective working relationships.
 - Team player, while also able to work independently
 - Proven working experience in social media marketing and photography
 - Ability to work weekend hours, as needed
 - Knowledge of sporting events/tourism industry/non-profits a plus.

Physical Demands

While performing the duties of this job, the employee is required to sit, walk and stand; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, or crouch. May be requested to lift materials of up to 50 pounds. Specific vision abilities required include reading computer screen and written documents; close vision, color vision and ability to adjust focus. Communicate via verbal, audible and written means.

Work Environment

Heated and air conditioned open office environment. Noise level is usually low to moderate. May be required to frequently work off site and/or outdoors.

Reasonable Accommodation

It is the policy of Destination Madison to provide reasonable accommodations to qualified individuals with a disability who are applicants for employment or employees to perform the essential functions of the job.

Destination Madison is an Affirmative Action and Equal Opportunity Employer