



Sports Development & Events Intern Summer 2026

The Hamilton County Sports Authority (HCSA), a division of Hamilton County Tourism, supports the county's sport tourism industry and helps position Hamilton County as a leading destination for youth, amateur, and professional sports. Learn more at: <https://www.visithamiltoncounty.com/sports-authority/>

Located in Carmel, Indiana, the HCSA is an equal opportunity employer and welcomes everyone to our team. We are seeking a paid intern for mid-May through late July or early August 2026 to assist with event management and sports development initiatives.

This internship provides valuable hands-on experience in sports development, event operations, and the tourism industry. Qualified candidates may include students majoring in sports management, event management, tourism, or related fields. This position will report to the Senior Sports Development Manager.

Responsibilities:

- Enter data in HCSA's customer relationship management (CRM) system
- Assist with planning and executing HCSA meetings and events
- Support event operations, including set-up and tear-down
- Research national events and sports organizations
- Analyze industry trends and competitors
- Investigate youth sports grant opportunities for local/regional clubs & facilities
- Support marketing initiatives for HCSA and events, including social media content creation and onsite distribution of collateral materials
- Assist with other general HCSA initiatives, programs and events
- Perform other duties as assigned

Requirements:

- Flexibility, as work hours will vary depending on the week
- Reliable transportation; valid driver's license to operate a company vehicle when needed
- Ability to represent the organization in a professional manner with strong verbal and written communication skills
- Self-starter with the ability to work independently
- Working knowledge of Microsoft Word and Excel; training provided for registration software
- Ability to be active and lift/carry up to 25 pounds 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.