



## Sports Management Internship Program

The **Charlotte Regional Sports Commission’s** (CRSC) Internship Program has been developed to help students pursue a career in the sports industry, while gaining practical hands on experience. The CRSC will gear the internship to the interests and needs of the candidate and accepts undergraduate & graduate students. If the internship hours are required by your program, we are sure to fulfill your program needs and supervise all projects.

The duration of the Internship is typically one semester, but can be catered to your school’s program requirements. We prefer intern candidates to be available full-time during the Fall/Spring/Summer terms, totaling about 40 hours/week.

Only two interns are selected per term and each will aid the Charlotte Regional Sports Commission team in achieving its mission through strategic planning, marketing, operations, and overall coordination of all CRSC events.

Session Name	Session Dates	Application Deadline	Selection Date
Fall Term	September - December	April 15 <sup>th</sup>	May 15 <sup>th</sup>
Spring Term	January - April	October 15 <sup>st</sup>	November 15 <sup>th</sup>
Summer Term	May - August	February 15 <sup>th</sup>	March 15 <sup>th</sup>

### Work Hours

The Charlotte Regional Sports Commission requests that intern candidates be able to work a 40 hour work week. The offices are open from 8:30 am – 4:30pm. There are opportunities at which you may be requested to work alternate hours or weekend/holidays in connection with our events calendar. If you are to receive college credit for the internship, we will work closely with your college or university to set-up an appropriate schedule. We are flexible in terms of exact work hours, but would require a schedule to be created in advance.

### Office Location

The Charlotte Regional Sports Commission’s offices are located in Time Warner Cable Arena, 333 East Trade St.; home of the Charlotte Bobcats (NBA) and Charlotte Checkers (AHL) and right in the heart of Uptown Charlotte.

### Compensation & Parking

The Charlotte Regional Sports Commission does not offer financial compensation for internships at this time. Each intern will be provided free parking within walking distance of the office for the duration of their term

## **Evaluation**

Interns will be evaluated in the middle and at the end of the term. These evaluations are meant to be a constructive criticism and are a tool for improvement and focus. They are meant to determine if the job duties and working conditions match the intern's interests and expectations while allowing the CRSC to determine whether the intern's qualifications, job performance, and work habits meet CRSC standards. In addition, the intern will have the opportunity to evaluate the Sports Commission on the quality of the internship program.

## **Internship Supervisor**

The internship program manager is Stephanie York, Assistant Director of Marketing. Due to the size and mission of the Charlotte Regional Sports Commission interns are usually tasked with many different projects and jobs from each member of the Sports Commission staff. This team oriented atmosphere is what allows the Sports Commission to accomplish its mission of impacting the region through sports. Interns can expect to work in each area the Sports Commission operates including: event planning and execution, marketing, sales and sponsorships, and more.

## **General Internship Description/Duties:**

- Play an integral part of the CRSC team tasked with strategic planning, marketing, operations, and overall coordination of all CRSC functions.
- Assist in all CRSC events, including acquisition, production, administration, and on-site operations.
- Research and generate proposals for new events ideas and recommendations.
- Research grant and other fundraising opportunities.
- Plan & execute the production of Weekend Updates, Insider Stuff newsletter, and targeted email marketing blasts.
- Design brochures, marketing collateral, press releases, etc. for the Sports Commission and events.
- Complete one major, mutually beneficial research project.
- Assist CRSC Staff with the preparation and execution of CRSC board meetings, which includes:
  - Scheduling a conference room, informing members of meeting, compiling projected attendance list, preparing information packets (including agendas), arranging for meals/refreshments when appropriate, and preparing the conference room for the meeting.
  - Produce official meeting reports including minutes.
- Office Management Duties
  - Handle all correspondence, filing, delivering mail, scheduling, travel, etc.
  - Maintenance and updating of various CRSC databases, including Board of Directors, Members, Team Players, calendars and newsletter contacts
  - Office supplies inventory, postage inventory, and organization of CRSC public areas.

## **Application Procedure**

Interested candidates should take the following steps to submit their application for consideration:

1. Cover letter with objectives
2. Resume
3. A minimum of three (3) references
4. Encouraged, but not required, a writing sample or marketing material example

We request that that all applications be sent electronically to:

**internships@charlottesports.org**

**Please include Name, Year, & Internship Term for which you are applying in subject line. Example: John Smith - 2012 - Spring Term**