



**Job Title:** Sports/Events Intern  
**Company:** Capital Improvement Board of Managers  
**Department:** Sports  
**Reports To:** Stadium Director and Event Managers

**Overview:** The duties of the intern are to assist the **Stadium Director, Stadium Event Managers, Event Coordinator** and **Assistant Event Coordinator** in all areas of event management, working on events from the booking through event settlement. The intern will work long hours for the duration of the event season. Events include but are not limited to: NFL football, college football, concerts, motor sports, high school football, marching band competitions, conventions, and private/corporate events.

**Duties:** **Pre-Event Day**

- Work on event documents, attend meetings, and assist with the coordination of event details with clients.
- Create event diagrams using AutoCAD software.
- Work with facility contractors regarding event requirements and preparations.
- Produce signage, parking passes, and pre-event public material for distribution.

**Event Day**

- Ensure facility set-up for appropriate event is complete.
- Act as a liaison between client, public and staff.
- Occasionally assist on suite levels and club lounges on event days.
- Flexible availability for duration of event.

**Post-event**

- Evaluate event and provide internal feedback.
- Assist in recording attendance and financial figures.

**Additional Duties**

- Conduct special tours of the facility for groups or individuals.
- Coordinate promotional information and sales packets.
- Work with the ticket office, sales, security, suite management, guest services, and catering.
- Other duties as assigned.

**Timeline:** **May 2019 through May 2020**

**Miscellaneous:**

- Work with unions and learn union regulations and rules.
- Flexibility on days and hours available AND Weekends are a MUST.
- Basic computer skills needed (Microsoft Office).
- Precise and clear communication skills.
- Must be able to multi-task and manage various projects and job functions at the same time.

Individuals interested in applying for this position should submit a resume and cover letter to the Human Resources office no later than Friday, May 17, 2019.

Address:

Human Resources  
Indiana Convention Center & Lucas Oil Stadium  
100 South Capitol Ave  
Indianapolis, IN 46225

Email: [jobs@icclos.com](mailto:jobs@icclos.com)