

Job Description – Sports Management Intern (Fall semester)



Title:	Sports Management Intern
Employer:	North Carolina High School Athletic Association, Inc.
Salary:	For college/university course credit
Application Deadline	Fall semester: August 11 Spring semester: January 1 Summer Session I: April 1 Summer Session II: May 1
Reports to:	Appropriate staff, depending upon work focus area
Commitment:	Fall semester: Sept. 1 – mid-December. Spring semester: mid-January – mid-May Summer Session I: mid-May – Late June (5-6 weeks) Summer Session II: Early July – mid-August (5-6 weeks) Flexible hours, depending upon number of hours required; some weekend work at state championship events.
Working Hours:	Flexible; office is open M-F 7:30a-4:30p; weekend work at championships
Office Location:	Chapel Hill, NC

JOB SUMMARY

The Sports Management Internship will consist of both the operations and business aspect of high school sports. The Sports Management Intern will assist the Sports Department team members with planning and execution of various aspects related to several spring state championship events. The Sports Management Intern will assist with event site set-up and event operation support. The Intern may also assist the Marketing staff with on-site branding, social media posts, and hospitality set-up. Intern may participate in post-event evaluation process. Intern will receive hands on experience in numerous aspects of event management.

SPECIFIC DUTIES

Sports Department:

- ✓ Provide support relative to the administration of all NCHSAA sports programs, i.e., championship preparation, post-event wrap-up, where applicable.
- ✓ On-site at select championship events to assist with setup, game-day management, and breakdown.
- ✓ Assist with team packet distributions and facilitation of awards presentations and team photos.
- ✓ Willingness to use knowledge learned in the classroom and apply it to the internship experience.

Marketing:

- ✓ Provide assistance with management of event gear, supplies, and vendors.
- ✓ Execution of event site branding.
- ✓ Help facilitate social media updates throughout state championship events.

Other Duties:

- ✓ Assist with daily tasks leading up to the state championships events.
- ✓ Other duties as assigned.

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Necessary qualifications:

- ✓ Must be at least 18 years of age and enrolled in your sophomore, junior or senior year at an accredited college or university.
- ✓ Knowledge about youth sports helpful
- ✓ Superior oral and written communications skills
- ✓ Effective organizational skills for managing multiple tasks
- ✓ Ability to lift 50 pounds
- ✓ Knowledge about Microsoft Office Suite

Stipend:

- ✓ Internship for required course credit
- ✓ Sports Management Intern will be required to work on-site at multiple state championship events. These events typically occur during weekends and/or non-business hours. Sports Management Interns working during these events will be paid a travel reimbursement and provided with appropriate meals and event apparel.