



## **Events Intern Job Description**

Length of Internship: January to June 2010

Application Deadline: December 11, 2009

Interns for the Greater Columbus Sports Commission will have the opportunity to work with all members of the GCSC staff on a variety of tasks throughout their internship. Interns are required to work for 8 – 10 hours per week. To maximize their internship experience, all interns are required to work for two quarters or one semester.

The internship experience depends upon the current project and events at the GCSC. Projects and tasks will cover a variety of areas including event management, marketing, promotions and sales. A sampling of tasks/projects includes:

- Assisting with the bid process for future events
- Assisting the sales manager with various sales tasks such as hotel leads
- Working directly with internal and external events via supply distribution, assisting with promotional activities, volunteer recruitment, etc.
- General office duties and special assignments

Internships with the GCSC are unpaid.

Please submit resumes to Ashlee McQuillan at:

Greater Columbus Sports Commission  
45 Vine Street  
Columbus, OH 43215

or

Email: [AMcQuillan@ColumbusSports.org](mailto:AMcQuillan@ColumbusSports.org)

**No Phone Calls Please**