



Nebraska Sports Council Internship Program

Thank you for your interest in attaining an internship with the Nebraska Sports Council. There are multiple internship openings available for the 2016–2017 year. With multiple programs—including the Cornhusker State Games, Mud Run, Pumpkin Run, LiveWell Challenge Series, and partnership ventures with Pink Gorilla Events—the need for quality interns is great. Come join a young and energetic full-time staff and help conduct the only multi-sport & wellness organization in Nebraska and one of the largest of its kind in the United States.

The Nebraska Sports Council offers paid and non-paid internships, based on hours and workload, which offer excellent insight into the world of sport event management, health and wellness, and marketing/media relations. Selected interns have the opportunity to earn college credit as well as the experience necessary to compete for positions in these industries.

HOW TO APPLY

Send a resume, including a cover letter, outlining why you want to work with the NSC and what qualities/skills/attributes you possess. Indicate which internship position you are interested in.

Internships fill up fast, so don't delay. Send **PDF** of resume and cover letter via **EMAIL ONLY** to Scott Ash at sash@nebraskasportscouncil.com.

INTERVIEW PROCESS

The NSC staff will conduct interviews at the NSC headquarters, 4903 N 57th St, Lincoln, NE. Phone and/or Skype interviews for out of state interviewees will be conducted as needed. NSC is an equal opportunity employer.

The following pages contain general internship information followed by a description of each position and should help you in determining the type of internship that suits you and your educational objectives. (Dates are somewhat flexible.)





Event Operations Intern

STATUS

Paid internship.

Start in winter or spring, full or part-time.

Finish at the end of July.

80-plus hours per week during the Cornhusker State Games (Peak Season).

QUALIFICATIONS/SKILLS

Junior or Senior-level college student majoring in Business Administration, Sport Management or a related field. Must be highly organized, detail-oriented and able to organize multiple projects. Must have strong computer skills and be literate in Microsoft Word and Excel as well as possess the ability to learn the ClearThunder online registration system. Strong communication skills and professionalism a must. Must be able to work well with others in a fast-paced team environment.

RESPONSIBILITIES (Duties are not limited to the following descriptions.)

Work closely with the staff on all operation issues including data entry, entry filing, marketing, event preparation, athlete packet distribution and souvenir sales. Will also work with event committees and management of sport databases. Help with miscellaneous activities during Opening Ceremonies of the Cornhusker State Games. Assist with miscellaneous competition duties as needed.

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Marketing Intern

STATUS

Paid internship.

Start in winter or spring, full or part-time.

Finish at the end of July.

80-plus hours per week during the Cornhusker State Games (Peak Season).

QUALIFICATIONS/SKILLS

Junior or Senior-level college student majoring in Marketing, Advertising or related fields. Must be highly organized, detail-oriented and able to organize multiple projects.

Must have strong computer skills and be literate in Microsoft Word and Excel as well as possess the ability to learn the ClearThunder online registration system. Strong communication skills and professionalism a must.

RESPONSIBILITIES (Duties are not limited to the following descriptions.)

Work closely with the Director of Operations, Sport Directors and media outlets to promote sports and recruit athletes. Develop marketing strategies to promote individual sports by identifying target audience. Assist with miscellaneous duties as needed.

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Media Relations Intern

STATUS

Paid internship.

Start in winter or spring, full or part-time.

Finish at the end of July.

80-plus hours per week during the Cornhusker State Games (Peak Season).

QUALIFICATIONS/SKILLS

Junior or Senior-level college student majoring in Journalism or a related field. Must be highly organized and detail-oriented and able to organize multiple projects. Must have strong computer skills and be literate in Microsoft Word and Excel as well as possess the ability to learn the ClearThunder online registration system. Strong communication skills and professionalism a must. Must be able to work well with others in a fast-paced team environment.

RESPONSIBILITIES (Duties are not limited to the following descriptions.)

Work closely with the Executive Director on all media relations issues including contact management, press release writing, athlete research for feature articles, social media integration and competition result distribution. Help with miscellaneous activities during the Cornhusker State Games.

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Graphic Design Intern

STATUS

Paid internship.

Start in fall or winter, full or part-time.

Finish at the end of July.

80-plus hours per week during the Cornhusker State Games (Peak Season).

QUALIFICATIONS/SKILLS

College student majoring in Graphic Design or a related field. Must be highly organized, detail-oriented and able to organize multiple projects. Must have strong computer skills, be efficient in Adobe Creative Cloud and Microsoft Office, and possess the ability to learn the ClearThunder online registration system, the ClearAgility web management system and the Constant Contact email marketing program. Strong communication skills and professionalism a must.

RESPONSIBILITIES (Duties are not limited to the following descriptions.)

Work closely with the Director of Operations and the Marketing Intern Team to help produce promotional materials, design the NSC Yearbook, produce fliers, design social media posts, etc. for the Cornhusker State Games. Assist with miscellaneous duties as

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Video Production Intern

STATUS

Paid internship.

Start in winter or spring, full or part-time.

Finish at the end of July.

80-plus hours per week during the Cornhusker State Games (Peak Season).

QUALIFICATIONS/SKILLS

Junior or Senior-level college student majoring in Video Production, Marketing, Advertising or related fields. Must be highly organized, creative, detail-oriented and able to organize multiple projects. Must have strong computer and video skills and be literate in Microsoft Word and Excel as well as possess the ability to learn the ClearThunder online registration system. Strong communication skills and professionalism a must.

RESPONSIBILITIES (Duties are not limited to the following descriptions.)

Assisting staff in developing and implementing video strategy.

Production assistance for video shoots (interior and exterior), including setup and breakdown of equipment and assistance with audio and lighting.

Video camera operations during NSC events, including both single and multi-camera productions.

Editorial services to do post-production of single and multi-camera shoots.

Creating video files for publishing to web, CD, and DVD.

Assisting in maintenance of video library.

Communicating with local editing/dubbing facilities and other services.

Responding to requests from producers, broadcasters and others for video footage from internal video library or other media sources. Related services include telephone contact and e-mail correspondence, locating appropriate footage, making dubs, typing tape labels and shipping labels and preparing items for shipment.

Additional audio and video production and post-production services.

NOTE: While these services will usually be required during standard office hours, they will occasionally also be required evenings and weekends. Some travel may be required. These are to be confirmed as requested.

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Technology Intern

STATUS

Paid internship.

Start in fall or winter, full or part-time.

Finish at the end of July.

80-plus hours per week during the Cornhusker State Games (Peak Season).

QUALIFICATIONS/SKILLS

Junior or Senior-level college student majoring in Computer Science or a related field. Must be highly organized, detail-oriented and able to organize multiple projects. Must have strong computer skills, and is a plus to be efficient in Adobe Creative Cloud and Microsoft Office, and possess the ability to learn the ClearThunder online registration system, the ClearAgility web management system, and the Constant Contact email marketing program. Strong communication skills and professionalism a must.

RESPONSIBILITIES (Duties are not limited to the following descriptions.)

Work closely with the Director of Communication and Development and the Graphic Design Intern to: Update and manage participants and events in the ClearThunder registration system; Update and manage the NSC family of websites in the ClearAgility web management system; Create emails and manage contacts in the Constant Contact email marketing program. Will assist with miscellaneous duties as needed.

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