



# Nebraska Sports Council Internship Program

**Thank you for your interest in attaining an internship with the Nebraska Sports Council.** With multiple programs—including the Cornhusker State Games, Mud Run, Pumpkin Run, Wellness Challenge, and partnership ventures—the need for quality interns is great. Come join a young and energetic full-time staff and help conduct events with 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 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 a **PDF** of your resume and cover letter via **EMAIL ONLY** to Scott Ash at [sash@nebraskasportsCouncil.com](mailto:sash@nebraskasportsCouncil.com).

## INTERVIEW PROCESS

The NSC staff will conduct interviews at the NSC headquarters, 3260 Folkways Blvd., Lincoln, NE. Phone 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.

Winter/Spring - \$250 per month (15-20 hours per week)

June & July - \$500 per month (40+ hours per week)

Start in winter, full or part-time.

Finish at the end of July.

Part-time around class schedule in Winter/Spring. Full-time plus in June and July.

## 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 sponsorship/advertising 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.

Nebraska Sports Council  
P.O. Box 29366, Lincoln, NE 68529  
402.471.2544 | [info@nebraskasportscouncil.com](mailto:info@nebraskasportscouncil.com)  
[NebraskaSportsCouncil.com](http://NebraskaSportsCouncil.com)

