



Dallas Sports Commission
Internship Program

The Dallas Sports Commission is a non-profit organization that attracts, retains and supports sports and entertainment events that position Dallas as the premier sports destination. Our efforts have significantly increased awareness of Dallas locally, nationally, and internationally, and have resulted in the Dallas metro area being recognized as the #1 visitor destination in the state of Texas and the #1 sports city in America as voted by The Sporting News.

The Dallas Sports Commission Internship Program provides an excellent opportunity for participants to gain experience in the many facets and areas that are involved in bidding, planning, executing, and promoting events in the Dallas area. Individuals within the program should be prepared to be a key part of the team and to work directly with all members of the Dallas Sports Commission team as we work with each of our event partners to ensure an excellent, memorable event for all attendees.

The ideal candidate will be a self-motivated individual with the ability to think outside the box and function well in a team environment. This will be a hands-on position in which the more the intern puts into the program, the more he/she can expect in return. The intern will be exposed to various areas of sports management and will have the opportunity to learn more about the sales, marketing, and event management process that the Sports Commission executes in order to attract events to Dallas and ensure that it is a great experience for all.

This internship is a paid position that may include credit hours as determined by the Internship Program guidelines of the respective college or university.

QUALIFICATIONS

- Students within the Sports Management, Hospitality Management, Marketing, or Communication program are preferred but not required
- Excellent verbal and written communication skills
- Ability to manage multiple projects and deadlines
- Must possess a positive attitude and work ethic
- Knowledge of Microsoft Office (Word, Excel, & Outlook)
- Available to work a minimum of 20 hours per week during regular business hours (9:00am -5:00pm, Monday-Friday). Some weekends and events may be required during heavy event times. Hours are flexible and will be based upon the intern's schedule.

PRIMARY RESPONSIBILITIES AND PROJECTS

- Assist the Event Manager in servicing and executing all events including but not limited to:
 - Event Preparation/Promotion
 - On-Site Event Services
 - Budgeting
 - Coordinating volunteers or temporary labor for events

- Enter event details within the VisitDallas CRM System
- Assist the Sales team in preparing bid proposals and setting up site visits for potential clients
- Assist the Marketing team on-site at events in promoting Dallas and increased attendance at events
- Assistance with administrative functions as needed
- Other duties/tasks as assigned

An intern may work on any or all of the above areas. In addition, he/she may be asked to assist in other areas which would be beneficial to the intern's overall scope of the Dallas Sports Commission. During the internship overview meeting, an overview will be created that outlines the needs of Dallas Sports Commission as well as taking into account the individual goals of each intern.

MEASUREMENTS

Completion of assigned tasks

Complete a written report of projects upon completion of the internship that meets with the approval of the Internship Coordinator of the respective college or university

CREDIT HOURS

The Dallas Sports Commission Internship Program may include credit hours as determined by the internship program guidelines of the college or university.

Interested parties are asked to forward a letter of interest and resume to:

Dallas Sports Commission Event Management Internship
Attn: Nichole Robb, Sr. Director of Human Resources Development
325 N St Paul St, Ste 700
Dallas, TX 75201
nichole@visitdallas.com

Please note the following application deadlines:

Spring Internship – December 14

Summer Internship – March 15

Fall Internship – July 15