



**Dallas Sports Commission**  
*Event Management 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 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 ***non-paid*** position that may include credit hours as determined by the Internship Program guidelines of the respective college or university.

For more information about the Dallas Sports Commission, please visit [www.dallassports.org](http://www.dallassports.org)

**QUALIFICATIONS:**

- Students must currently be in their junior year or above with a major in Sports Management, Hospitality Management, Marketing, or Communication 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 **29** 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.

**DUTIES AND RESPONSIBILITIES:**

- Assist the DSC in servicing and executing all events including but not limited to:
  - Event Preparation/Promotion
  - Event Marketing Plans
  - On-Site Event Services
  - Budgeting
  - Coordinating volunteers or temporary labor for events
- Assist the DSC in preparing bid proposals and setting up site visits for potential clients.

- Assist the DSC at events in promoting Dallas, the Dallas Sports Commission, and future events to help gain community awareness and increased attendance.
- Support the development of DSC owned events such as the Dallas Regional Spelling Bee, Dallas Community Games, etc.
- Manage and update the VisitDallas CRM System with event reports and hotel pick-up
- Assist the DSC at events in promoting Dallas, the Dallas Sports Commission, and future events to help gain community awareness and increased attendance.
- Create content for DSC social media and assist in managing the platforms.
- Assist the DSC with overall marketing and publicity of calendar events.
- Assistance with administrative functions as needed.
- Other duties/tasks as assigned.

**MEASUREMENTS:**

Completion of assigned tasks – TBD at internship overview meeting.

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.

**APPLICATION PROCESS:**

Please submit the following (via email) to [info@dallasports.org](mailto:info@dallasports.org) by **Friday, April 30<sup>th</sup>, 2021.**

- Resume + References
- Letter of interest/cover letter
- One letter of recommendation

Qualified applicants will be contacted to schedule an interview.

*Dallas Sports Commission  
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Dallas, TX 75201*

*For questions please contact Andrew Dockrill at [andrew@dallasports.org](mailto:andrew@dallasports.org)*