

IOWA EVENTS CENTER INTERNSHIP PROGRAM

JOB TITLE: Operations Intern

REPORTS TO: Director of Operations/Operations Manager

HOURS: Approximately 20 hours per week.

COMPENSATION: Paid Internship: \$8/hr.

SUMMARY: This intern will work closely with the Operations Department to learn how to operate the facility and events through a variety of disciplines, including but not limited to: set-up and teardown, housekeeping, scheduling, budgeting, capital projects, inventory, and event management.

YOU HAVE:

- High school diploma or equivalent
- Some completed college course work with emphasis in event management, sports management, facility management or similar field
- Proficient with computers in a Windows format and experience in Word, Excel and Outlook
- Excellent communication, organization and interpersonal skills
- Detail oriented, self-motivated and ability to work independently
- A positive attitude and desire to learn
- The ability to work in a fast-paced environment

OPPORTUNITIES WE CAN OFFER:

- Assist in scheduling personnel and tasks for day-to-day operations as well as event set-up, event management and event teardown
- Shadow Operations Supervisors to gain an understanding of how to manage, direct and motivate Operations crew before, during and after an event
- Learn how to forecast and log the Operations Budget
- Learn how to develop a Capital Expenditure Budget and how to submit a request for proposal, receive bids and see projects through to completion
- Attend Operations, Engineering and IT Department meetings along with staff and event meetings to learn effective communication between departments
- Help maintain equipment inventory numbers and assist in ordering supplies
- Shadow Chief Engineer, Assistant Chief Engineer, IT Manager, Production Manager and Operations Administrative Assistant to gain understanding of tasks each perform



TO APPLY:

Send cover letter and resume to:
Harold Peterson, Operations Manager
Harold_Peterson@ComcastSpectacor.com

FY 17-18 RECAP

476

TOTAL EVENTS

WFA = 138 | CONVENTION CENTERS = 338



1,106,102

TOTAL ATTENDANCE



88

ARENA
CONVERSIONS

OPERATIONS
STAFF BY
THE NUMBERS



100+

PART TIME

28

FULL TIME



FINAL RECORD

33-27-10-6



FINAL RECORD

24-26



FINAL RECORD

11-3