

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

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.

REQUIREMENTS:

- College juniors, seniors or graduate students working for academic credit
- 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 'can-do' attitude and desire to learn
- The ability to work in a fast-paced environment
- The ability to multitask, prioritize tasks and respond to last minute client requests

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 a capital expenditure budget is developed and prioritized from year to year
- Learn about crisis management plans and systems
- Learn preventative maintenance software
- 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@spectraxy.com

FY 18-19 RECAP

467

TOTAL EVENTS

WFA = 141 | CONVENTION CENTERS = 326



1,057,778

TOTAL ARENA ATTENDANCE



83

ARENA CONVERSIONS

OPERATIONS
STAFF BY
THE NUMBERS



100+

PART TIME

28

FULL TIME



FINAL RECORD

37-26



FINAL RECORD

20-30



FINAL RECORD

12-2