

SportsPITTSBURGH Internship(s)

VisitPITTSBURGH is recruiting for three (3) internships for SportsPITTSBURGH.

- ✓ \$25 daily stipend
- ✓ Candidate must be able to work 21 hours per week (3 days per week, ideally from 9:00 AM – 5:00 PM, but willing to work around schedule)
- ✓ Dress code is business casual

Positions - *Start and end dates are flexible*

- ✓ Spring Internship – Jan 8 – April 27
- ✓ Summer Internship – April 30 – Aug 17
- ✓ Fall Internship – Aug 20 – Dec 7

Description

VisitPITTSBURGH is the official tourism promotion agency for Allegheny County. The 501(c)(6) non-profit, membership organization is dedicated to generating convention, trade show and leisure travel business for the Pittsburgh region. Internships will assist SportsPITTSBURGH, the sports development division of VisitPITTSBURGH and report to the Sports Marketing Manager. Internships provide experience with event marketing and management efforts.

Responsibilities

- Provide on-site assistance, as needed, at hosted events
- Manage event specific projects, as assigned
- Conduct industry specific research, as needed
- Assist with marketing and activation plans for events including but not limited to
 - **Spring** - NCAA DI Men's Basketball Championship 1st/2nd Rounds
 - **Summer** - Pittsburgh Marathon, USATF Half Marathon Championships, USA BMX Nationals Series, East Coast Volleyball Championships, and Pittsburgh Vintage Grand Prix
 - **Fall** - NCAA DII Fall Festival
- Other duties as assigned

Requirements

- Proficiency in MS Office Suite
- Experience with Adobe software a plus
- Strong communication and writing skills
- Detail oriented, organized, a self-starter and able to adhere to deadlines
- Ability to work proactively and independently to accomplish assigned goals
- Ability to work on multiple tasks within a rapid-paced work environment

To apply, send a cover letter and resume to miranda.peto@visitpittsburgh.com before deadlines below. No calls please.

- Spring – **November 1**
- Summer – **March 1**
- Fall – **June 1**

VisitPITTSBURGH is an Equal Opportunity Employer
October 2017