

Event Management Internship – Two paid positions available (April/May-August)

ABOUT USA SOFTBALL: Founded in 1933, USA Softball is the National Governing Body of Softball in the United States and a member of the United States Olympic and Paralympic Committee. One of the nation's largest sports organizations, USA Softball sanctions competition in every state through a network of local associations and has grown from a few hundred teams in the early days to over 135,000 teams today, representing a membership of more than one million. USA Softball is responsible for training, equipping, and promoting the pipeline dream of competing at the national level for all participants.

RESPONSIBILITIES:

- Assist with the planning and coordination of events.
- Duties include:
 - Event operations and administration
 - Database entry
 - Logistics
 - Participant services
 - Ticketing & money management
 - Adhering to requirements of the USOPC and US Center for Safesport
 - Registration compliance based on USA Softball Procedural Code & Bylaws
 - Volunteer recruitment and management
 - Hospitality
 - Providing valuable input at department meetings
 - 3rd Party Vendor management
 - General support
- Please note, travel may be required.

SCHEDULE OF EVENTS (April/May-August):

- Big 12 Softball Championship
- NCAA Women's College World Series
- USA Softball Junior Olympic Cup (*Florida*)
- USA Softball GOLD National Championships
- USA Softball All-American Games
- Other events as assigned

USA Softball Internships are paid positions via a \$1,440 monthly stipend. These internships do not include any additional benefits (medical/dental insurance, tuition reimbursement, retirement plan, etc.). Only two candidates will be selected.

Interested applicants will send a cover letter, resume, two letters of recommendation, and a completed project (see next page) to:

Julie Whiteaker, Event Manager

Email: jwhiteaker@usasoftball.com

Subject line: Event Management Internship

Deadline: February 10, 2023

Event Management Internship Project

OBJECTIVE:

USA Softball hosts the Junior Olympic Cup; an elite national invitational tournament. Your task is to build the complete tournament schedule to the best of your ability by following the guidelines provided below. You may use any tools found online, amongst your peers or from personal experience/knowledge. You may also reach out to the Events Team at USA Softball for clarification on the project (jwhiteaker@usasoftball.com / mgreene@usasoftball.com).

GUIDELINES:

- The tournament is six (6) days long.
- The number of fields being used is four (4).
- The game times are in two (2) hour increments with the first game starting at 8 a.m. and last game starting at 6 p.m. (if needed).
- There are 24 teams playing and they're split into six (6) pools of four (4).
- Every team is guaranteed five (5) games – 3 Pool Play; Double-Elimination Bracket.
 - Pool Play games are on Days 1 and 2.
 - Bracket Play games are on Days 3, 4 and 5.
 - Championship Day is Day 6.
- Teams can't play three (3) Pool Play games in a single day.
- You can use the following names for the teams: Team 1, Team 2, Team 3, etc..

GOAL:

Failure to create a perfect schedule will not disqualify you from receiving the internship. The Events Team is simply gaging your current knowledge. Hesitation on completing this project should not discourage you from applying, but we encourage you to try at least part of it! As an Event Management Intern, building a tournament and then managing a tournament is part of the skills you will learn with USA Softball.