



**2017 Spring Internship**

# Company Information

Cadence Sports is a full-service event management firm specializing in the planning and execution of single and multi-day events. Our mission is to provide organizations with an experienced operational arm to assist in effectively executing their signature event(s).

## Cadence Sports, Inc.

172 Trademark Dr

Buda, TX 78610

512.386.7966

[www.cadencesports.com](http://www.cadencesports.com)

## Internship Coordinator:

Lauren Benshoof

512.386.7966 ext 104

Lauren.Benshoof@cadencesports.com



# Internship Details

## Requirements:

We require someone who is creative, confident, organized and proactive. A love for the sports/event management space is a must! A Cadence intern will need to handle multiple, deadline driven projects. An interest/knowledge in endurance sports such as running, cycling, triathlon, etc. is beneficial, but not mandatory. Weekend availability is imperative. During your internship at Cadence, you will be given an opportunity to travel around the country to our events IF you show that you are capable.

\*Applicants with no class conflicts will be strongly favored

## Internships Available: 2

### Start/End Date:

Start – Early January 2017 (start date flexible)

End – Mid May 2017 (internships can be extended if availability allows; flexible dates for graduation as needed)



# Internship Details (cont'd)

## Pay:

While this is an unpaid internship, you will have the opportunity to earn income at our events, which will be paid at a TBD rate per event.

## Hours:

Monday – Friday: 9:00AM-3:00PM

**\*\*\*Hours can be flexible but we request 30 hrs per week in the office.\*\*\***

\*Saturday – Sunday: TBD – Presence at events. Not every weekend.

## How to apply:

Please send cover letter and resume to  
[lauren.benshoof@cadencesports.com](mailto:lauren.benshoof@cadencesports.com)

**Application deadline:** November 11, 2016

\*Interviews will be scheduled with qualified applicants as applications are received. All decisions will be made by November 18, 2016





# Responsibilities

## Event Management

- Planning/Production
- Logistics/Scheduling
- RFP creation and procurement
- Budget management
- Communication metric tracking and reporting
- On-site event support (Events TBD based on schedule)
- Assist with Cadence grassroots and community service organizations/events

## Sales/Marketing

- Event Research Assistance
- Manage Cadence/Client social media accounts
- Timing event recruitment



