



2016 Fall 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

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 – Mid August 2016 (start date flexible)

End – Early December 2016 (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

Application deadline: June 10, 2016

*Interviews will be scheduled with qualified applicants as applications are received. All decisions will be made by June 17, 2016 but positions may be filled earlier.



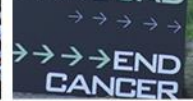
Responsibilities

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



Responsibilities (cont'd)

Event Timing

- Assist with event communication and relationships
- Assist with event logistics and scheduling
- Assist with equipment distribution and orders
- Assist with personnel scheduling
- Assist with administrative paperwork (invoicing, P&L sheets, expense reporting, etc.)
- Assist with storage room and equipment organization
- Data gathering and organization (Race File Set-Up)

