

INTERNSHIP OPPORTUNITY

Race Operations Intern

Beyond Monumental

www.beyondmonumental.org

Beyond Monumental is seeking a dedicated college student searching for a unique fall semester internship experience in event coordination and operations as it relates to sport, events, tourism, and not-for-profit management. We are looking for a Race Operations Intern to assist with the continued development and growth of the Indy Half Marathon at Fort Ben, Monumental Health and Fitness Expo, and the CNO Financial Indianapolis Monumental Marathon and improve the overall participant experience before, during, and after our events. The Race Operations Intern will assist with event coordination, warehouse and inventory management, volunteer scheduling and communication, community outreach, and other responsibilities assigned.

Responsibilities:

1. Help coordinate event logistics and details for fall races and expos including but not limited to fulfilling orders and requests for supplies and equipment, communicating with vendors, documenting details for future planning, etc.;
2. Assist with warehouse operations including shipping and receiving, inventory management, staging event equipment and supplies, organizing signage, etc.;
3. Assist with participant, volunteer, and event inquiries via email and phone;
4. Collaborate cross-functionally to help ensure all sponsor and partner deliverables are successfully fulfilled;
5. Help coordinate volunteer scheduling and communicate event details to confirmed individuals and groups;
6. Assist with development of FAQs and training resources for event volunteers and on-course entertainment;
7. Contribute to Beyond Monumental's community outreach efforts; and
8. Other duties as assigned.

Requirements:

All eligible applicants must currently be enrolled in an undergraduate or graduate program with a minimum of 60 hours of course work completed before the start of the 2021 fall semester. Excellent oral and written communication skills; ability to manage several projects simultaneously; proficient in Microsoft Office; and a dedicated, energetic work ethic are required for the position. The ideal candidate is a self-starter, prepared to handle a wide range of duties on event weekend and all related preparations. Interns must be prepared to perform physical labor, able to lift 50 pounds, work outside regardless of weather conditions and be able to provide their own transportation and computer.

Location:

The internship will take place in a hybrid setting, both in-person with the Beyond Monumental staff and remotely. "Field Work" at Beyond Monumental will take place at various locations in Indianapolis.

Time Commitment & Compensation:

1. Candidates are expected to commit 15 to 20 hours per week starting in August through the end of November 2021.
2. On-site participation at the following events is required:
 - a. The Indy Half Marathon at Fort Ben (October 1st and 2nd)
 - b. The CNO Financial Indianapolis Monumental Marathon event weekend (November 4th, 5th, and 6th).
3. Beyond Monumental realizes that candidates may have additional school and job constraints; these conflicts will be addressed on a case-by-case basis.
4. Students will have some flexibility in setting their work schedules.
5. This is a volunteer position; students are eligible for course credit (pre-approve with university representative and Beyond Monumental Director of Operations & Consumer Experience).

Application Process:

To apply, please submit cover letter, resume, and three references via email to info@beyondmonumental.org.