

## **INTERNSHIP OPPORTUNITY**

Race & Volunteer Operations Intern

Beyond Monumental

[www.beyondmonumental.org](http://www.beyondmonumental.org)

Beyond Monumental is seeking a dedicated college student searching for a unique fall semester internship in event coordination and operations as it relates to sport, events, tourism, and not-for-profit management. We're looking for an intern to assist with the continued development and growth of the Indy Half Marathon at Fort Ben, the Monumental Health and Fitness Expo, and the CNO Financial Indianapolis Monumental Marathon. This position will help to improve race operations and the volunteer experience before, during, and after our events. The Race & Volunteer Operations Intern will assist with event coordination, warehouse and inventory management, volunteer and on-course entertainment scheduling and communication, community outreach, and other responsibilities as 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. Provide appropriate responses, solutions, and options to volunteers, on-course entertainment, and other event inquiries via email and phone within an acceptable timeframe and follow up to ensure resolution;
4. Help coordinate volunteer and on-course entertainment scheduling and communicate event details to confirmed individuals and groups;
5. Collaborate cross-functionally to help ensure all sponsor and partner deliverables are successfully fulfilled;
6. Assist with planning for the VIP Experiences and provide customer service and support on Race Weekends;
7. Assist with development of FAQs and training resources for event volunteers and on-course entertainment;
8. Contribute to Apex Benefits Monumental Kids Movement running program and community outreach efforts; and
9. 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 2022 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 mid-December.
2. On-site participation at the following events is required:
  - a. The Indy Half Marathon at Fort Ben: Thursday, September 29, 2022 – Saturday, October 1, 2022
  - b. The CNO Financial Indianapolis Monumental Marathon: Thursday, November 3 – 5, 2022
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](mailto:info@beyondmonumental.org).