



***The Pikes Peak International Hill Climb***  
**Event Management – Spring Internship (January – May)**

The Pikes Peak International Hill Climb (PPIHC) is a 501(c)3 non-profit organization that operates the annual motorsport event on Pikes Peak- America's Mountain. The race has been running since 1916 which makes it the second oldest auto race in the United States.

An intern with the PPIHC should be prepared to assume the position of an Event Management Assistant and work in all areas of preparation for the event. An auto sports background is not required, as this is an event management based internship. In addition, the PPIHC also works in conjunction with the Colorado Springs Sports Corporation and occasionally assists with some of their events.

The benefits of a PPIHC internship will be valuable and the more effort an intern puts into this position, the more he/she will get out of it. This is a hands-on position that will prepare you for future roles in sports and event management.

This is an unpaid position that will include credit hours as determined by the internship program guidelines of the appropriate college.

**Qualifications**

- Student in the sports management, marketing, management or communications program in college is preferred but not required.
- Strong initiative, positive attitude and the ability to work well with a variety of personalities.
- Excellent verbal and written communications skills and a creative ability.
- Ability to work under deadlines and manage multiple projects.
- Adequate clerical skills to function efficiently in an office environment. Knowledge of MS Office (Word, Access, Excel, and Publisher) is highly beneficial.
- Strong desire to learn and gain experience by working on a variety of projects in a professional work environment.

- Must have strong interpersonal skills and be able to work well in a team environment.
- Available to work a minimum of 20-25 hours per week during regular business hours (8:00 am – 5:00 pm, Monday – Friday) during the spring semester.

### **Primary Responsibilities & Projects**

An intern may work on any or all of the following projects. The projects included here are representative, but not exhaustive, of the most important tasks. The staff and the intern will plan projects based on their timing and significance.

- Assist the Executive Director of the PPIHC in all aspects of planning the 2018 race including: research, media, sponsorship, planning, facility evaluation, parking logistics, equipment procurement, preparatory meetings, Fan Fest, etc.
- Update and maintain the PPIHC website and social media efforts.
- Become familiar with all procedures and communications concerning the 2018 race.
- Determine appropriate distribution channels for PPIHC materials including flyers, posters, etc. and develop comprehensive distribution plan.
- Assist The Colorado Springs Sports Corporation staff as needed with the execution of their events.
- Will be an ambassador of the PPIHC inside and outside the office.
- Assume all responsibility during errand runs.

### **Measurements**

- Complete all assigned tasks.
- Complete a written report of projects at the end of the internship that meets the qualifications of the Executive Director and the appropriate Internship Coordinator at his/her college.

### **Credit Hours**

- The Pikes Peak International Hill Climb event management internship will include credit hours as determined by the internship program guidelines of the appropriate college.

**Interested parties are asked to forward a letter of interest, resume and list of references to:**

**Pikes Peak International Hill Climb**

**Attn: Megan Leatham**

**1631 Mesa Avenue, Suite E**

**Colorado Springs, CO 80906**

**719-685-4400**

**[megan@ppihc.com](mailto:megan@ppihc.com)**