



Job Description

Events Intern

Reports to: Executive Director

Department: Administration

Employment Status: Full-Time, seasonal

Position Overview

This position assists with preparation and implementation of events held in Hawkeye Downs North/South Expo Halls, as well as throughout our grounds, during the summer.

Job Duties

- Assist in day to day contact with event participants & other clients
- Draft contracts and maintain relationships with current and prospective clients
- Assist in planning, setup, execution and post-event operations for rental contracts, as well as events produced by Hawkeye Downs
- Assist in development and implementation of Hawkeye Downs Events Committee
- Assist with fulfillment of sponsor contracts as well as assist with post-event wrap up reports
- Work with Race Director/Executive Director in researching potential sponsors and developing sales decks
- Identify and brainstorm new potential events for Hawkeye Downs, and take steps to implement approved events
- Other duties as assigned

Hours Expectations

40 hours per week, working primarily Monday-Friday, including Friday race nights. There will be some weekend work throughout the summer as well, and hours will be adjusted accordingly throughout the week to allow for weekend work.

Physical Demands

Regularly required to stand, walk, sit and use hands. Occasionally required to climb, balance, stoop, kneel or crouch.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Office work will be completed in an air conditioned/heated facility.

Events work may take place outdoors, and weather may be a factor for consideration.

