



Job Description

Racing Intern

Reports to: Race Director

Department: Administration

Employment Status: Full-Time, seasonal

Position Overview

This position assists with preparation and implementation of weekly race events throughout the summer.

Job Duties

- Assist in day to day contact with event participants & other clients
- Assist in all aspects of planning, setup, execution and post-race event operations
- Assist with fulfillment of sponsor contracts as well as assist with post-event wrap up reports
- Assist with all ticket related processes
- Work with Race Director/Executive Director in researching potential sponsors and developing sales decks
- Assist the Media Manager with PR/media related items such as merchandise sales and social media management
- 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.