



ADRENALINE SPECIAL EVENTS

JOB OPENING: EVENT INTERN

ASM seeks a dynamic, self-starter to assist with event planning efforts for our upcoming race season. This is an outstanding opportunity for any individual interested in getting real life experience in the race and event planning industry. The internship offers exciting hands-on experience and the opportunity to gain new skills.

Intern Job Responsibilities:

- Training in Race Management
- Get real event experience at multiple events throughout the summer
- Manage, implement, and assist in Social Media and Marketing Plans
- Assist staff in soliciting sponsors
- Help recruit volunteers
- Assist in managing ambassador program
- Assist staff in managing and planning logistics of the event
- Update data entry and calendar listings
- Assist staff in coordinating participant bibs, race swag, and other race aspects

Intern Qualifications / Skills:

- Firm grasp of available tools and platforms in the social media space
- Completed or working toward a college degree, preferably with an interest in marketing, event planning, sports management, business and/or communications.
- Must be computer literate, including internet research experience.
- Professional demeanor and outstanding phone etiquette
- Ability to communicate in a professional manner with press and community contacts
- Self-motivated, good organizational and interpersonal skills, detail-oriented, ability to multitask, prioritize, and meet deadlines
- Enthusiasm for the mission of the ASE and our partners

Start Date: Positions open until filled, requires a three month commitment, approximately mid-May through mid-August, start/end dates flexible based on schedule.

Days: Monday, Wednesday, Thursday 9:30am – 5pm in addition to some weekends for events.

Compensation: This internship is unpaid; however, we do have opportunities for hire after the internship. School credit is also available. All interns receive a Chromebook laptop upon completion of internship.

Location: Our office is in downtown Palatine. Just steps from the Northwest Metra line.

*Please e-mail cover letter and resume to Adrenaline Special Events:
events@adrenalinespecialevents.com*