

# BRYAN COLLEGE STATION

SPORTS + EVENTS

**Job Title:** Sports + Events Intern  
**Department:** Sports + Events  
**Reports To:** Director of Sports + Events  
**Pay:** Credit Hours, Volunteer

## Description:

The mission of the Bryan College Station Convention & Visitors Bureau (BCS CVB) is to enhance economic and social growth in Bryan College Station by marketing, promoting, developing and coordinating tourism, conventions, sports, meetings, conferences, visitations and hospitality opportunities in the area. Bryan College Station Sports + Events (BCS S+E) is a sub-brand of BCS CVB.

## Summary:

BCS Sports + Events is looking for motivated, creative and self-starters to intern. This internship is designed to provide students and recent graduates with invaluable experience within the sports tourism industry through assisting with special projects directly related to sports destination marketing, including assisting sports staff on event planning and implementation, event bids, facility reservations, hospitality arrangements, marketing and management services to sports groups visiting our community.

## Qualifications:

Students enrolled in a bachelor's degree program and interested recent graduates are welcome to apply. Desire to organize & manage special events and projects; Ability to see projects through to completion; Excellent organizational skills; Strong work ethic; Experience with Microsoft Office; Ability to work independently with minimal supervision.

## Hours:

Part-Time or Full-Time; Flexible shifts between Monday-Friday, 8am-5pm. Weekends are required when events are hosted.

## Typical Duties & Responsibilities:

- Co-Manage sports events
- Secure sponsorships for events
- Work with local, state and national organizations with events in Bryan College Station
- Assist sports staff with other office duties

## Physical Requirements

Standing, sitting, walking, lifting up to 25 pounds, carrying, pushing/pulling, reaching, handling, kneeling, crouching, bending, twisting, climbing, vision, hearing, and talking as related to performing standard office duties and during events.

## Forward Letter of Interest, Resume, & Availability to:

John Friebele  
Bryan-College Station Convention & Visitors Bureau  
1101 University Dr. East, Suite 108  
College Station, TX 77840  
Telephone: 979.260.9898  
E-mail: [John@bcssportsandevents.com](mailto:John@bcssportsandevents.com)

\* NOTE: This job description is not intended to be all-inclusive. Intern may perform other related duties as negotiated to meet the ongoing needs of the CVB.