



Fort Worth Convention and Visitors Bureau Sports Marketing and Events Program

Fort Worth Sports is a branch of the Fort Worth Convention & Visitors Bureau (FWCVB) tasked with enhancing the image, economy and quality of life of Fort Worth through the attraction, promotion and creation of high profile, signature sporting events. We work with National Governing Bodies and Event Rights Holders to provide support on a variety of levels, including (but not limited to): volunteer recruitment and coordination, marketing and ticket sales, sponsorships, event management, and media relations.

Events secured or supported by Fort Worth Sports include: NCAA Women's Gymnastics Championships (2019 – 2022), American Athletic Conference Men's Basketball Championship (2020 – 2022), NCAA DI Men's Basketball 1st & 2nd rounds (2022), and Tri Fort Worth (May - 2018). We also work closely with Texas Motor Speedway, the Lockheed Martin Armed Forces Bowl, the Cowtown Marathon, Fort Worth Stock Show & Rodeo, the PGA Dean & Deluca Invitational and the University Interscholastic League.

Position Overview:

The Sports Event Management Internship Program provides an exceptional opportunity for participants to gain understanding and experience in the many areas that are involved in planning, executing, and promoting high profile events in the Fort Worth area. This position is currently unpaid but college course credit may be applicable.

Primary Responsibilities

- Help coordinate volunteers and execute onsite event enhancement activations
- Assist in expanding FW Sports social media network and platforms
- Work with the Sports Coordinator to provide logistic support for upcoming and current events
- Support with the creation of a facility and rights holder database

Qualifications

- Strong interpersonal communication skills (verbal and written)
- Motivated with creativity and ability to contribute to ongoing, time-sensitive projects
- Ability to work in a multi-task environment, and to see projects/tasks through to completion
- Organizational skills
- Proficiency in Microsoft Word, Excel
- Ability to work a minimum of 20hr per week during regular business hours (9am-5pm, Monday-Friday) with the addition to some weekend time.
- An in depth understanding of social media platforms

Please submit all questions and application materials (cover letter and resume) to:

Cassie Poss, CMP – Sports Marketing Coordinator

Email: CassiePoss@FortWorth.com

P. 817.698.7825

Application deadline for the Summer 2018 internships is March 15, 2018