



**COASTAL CAROLINA UNIVERSITY**

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# INTERN ACADEMY

## EVENT OPERATIONS/ATHLETIC FACILITIES INTERNSHIP

**TITLE:** Athletic Event Operations/Facilities Intern

**REPORTS TO:** Assistant A.D. - Facilities and Operations

**START DATE:** Fall 2015

**END DATE:** December 2015 or May 2016

### RESPONSIBILITIES:

- Supervise, direct, and coordinate the activities of the assistant personnel
- Responsible for the operational, implementation and post-event activities for assigned athletic events
- Assist with the organization, planning, and coordinating of athletic events
- Athletic facility maintenance and preparation for all events
- Supervise event day staff
- Assist other departments within the Department of Athletics, including Athletic Media Relations, Athletic Marketing and Promotions, and Athletic Training
- General duties as assigned

### REQUIREMENTS:

- Ability to work a flexible schedule, including nights and weekends
- Driver's License
- Ability to lift 50 lbs.
- Cell phone

### PAY:

- This is a non-paid position. The Coastal Carolina University Department of Athletics will be flexible to work around other work schedules.

**HOUSING:**

- It is the responsibility of the intern to find housing in the Conway/Myrtle Beach area but the Department of Athletics has several existing relationships with local housing agencies that may offer discounted rates for interns.

**Resume and cover letter can be emailed to Robby Nicholl at [rpnichol@coastal.edu](mailto:rpnichol@coastal.edu)**