



Tennessee Sports Hall of Fame

Bridgestone Arena 501 Broadway
Nashville, TN. 37203
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www.tshf.net

Tennessee Sports Hall of Fame Internship Program

POSITIONS:

The Tennessee Sports Hall of Fame offers six internships each term. Responsibilities vary and may change frequently to ensure a balanced learning experience for the student. The Tennessee Sports Hall of Fame is a great start for those interested in one of the many areas of sports management and event planning. We are looking for students in the following fields, but we welcome all to apply:

- **Meeting/Event Planning**
 - **Multimedia/Graphic design**
 - **Marketing and Sponsorship**
- Involved in the process of producing the annual Tennessee Sports Hall of Fame Induction Weekend. This is an event attended by 700-800 people. It is comprised of a Reunion of Champions Social, Statewide Board Meeting, Champion Within Luncheon, VIP Media Reception and concluding with a sit down dinner and video production for the induction ceremony.
 - We will be hosting the International Sports Heritage Association annual conference in 2014. This will include designing the entire conference from attendees, to speakers, to vendor management.
 - Additionally, we will be hosting the Mason Rudolph Celebrity Golf Classic in October, 2014. We are looking for interns interested in assisting with event planning, marketing, and facilitating sponsorships.

TERM OF SERVICE:

Internships provide unique experiences for students to learn in a real-world environment. Extensive training is required to learn our business, particularly in relation to our high-profile special events in January, April, May and October. Therefore, students are strongly encouraged to apply for two consecutive terms. The guideline for each term is listed below. However, we understand the need for flexibility in a student's schedule and are willing to discuss adjustments to start/end dates or term lengths.

SCHEDULE:

- The Tennessee Sports Hall of Fame is open to the public 10 a.m. – 5 p.m. Tue-Sat. The Director of Operations will help determine how many hours a week would be the best fit for both your and our schedules. We will work closely with the student on flex scheduling to accommodate classes, vacations, holidays, special needs.
- The venue is often rented for special events in the mornings and evenings. Some positions require weekend and evening hours to fulfill duties. We will work

DESIRED MINIMUM QUALIFICATIONS:

- Knowledge of all Microsoft Office.
- Strong organizational skills.
- Reliable transportation required to arrive at work on time.
- Must have completed at least one year of college and be in good academic standing.
- Preference given to graduate students or undergrads who receive school credit for this internship.
- Ability to work independently, quickly and under pressure.
- Excellent written and verbal communication skills.
- Ability to take direction from multiple people.
- Adaptable.

COMPENSATION

- Tennessee Sports Hall of Fame will comply with school requirements to ensure you receive academic credit for your work.
- Complimentary monthly parking in Bridgestone Arena garage during internship.
- Complimentary one-year membership to the Tennessee Sports Hall of Fame.
- Limited number of complimentary passes for Tennessee Sports Hall of Fame events.
- Reimbursement of any travel or business expenses (including mileage when driving locally for business functions)
- This is an unpaid internship.

APPLICATION PROCESS

- Submit cover letter and resume to Lynn Powell Toy and Corey Blaske at tnsports@bellsouth.net
- Please include the following information in the cover letter:
 - Term(s) requested
 - Will you be earning school credit?
 - Preference of part-time or full-time schedule.