Anderson Race Management (ARM) is your first stop for race planning and promotion.  Whether you’re starting with an idea, you’ve got your course set and just need the equipment, or you could use a little help with registration, timing and results, Anderson Race Management can get you to the finish line.

ARM is seeking an intern to work with their senior management to support the execution of ARM events. Interns report to senior management, the intern will serve 3 primary functions: (1) providing support for event planning and execution, (2) supporting the execution of many action items/special projects, and (3) providing support to event timers.

**Compensation:** $10 per hour

**Hours:** 5-20 hours per week increasing during the summer months and decreasing during the off-season/school year.

**Schedule:** Flexible but Interns **Must** be available weekends for events

**Internship duration:** 6-month commitment with an option to extend

If interested, please contact Mary Anderson at mary@andersonraces.com

**Responsibilities:**

* Assist in the planning and execution of events
* Willingness to learn how to time running events via ChronoTrack
* Help manage event day volunteers
* Attend staff meetings
* Provide a high level of service to participants, sponsors, vendors and volunteers
* Perform office administrative functions
* Other duties as assigned

**Required Skills:**

* Enrolled in a bachelor or master’s degree program in sport management, recreation management, event management or business required
* Able to navigate technology, including basic networking and Microsoft business applications.
* Interest in creating social media campaigns
* Excellent written and verbal communication skills
* Strong analytical and problem-solving skills
* Proficient in Excel, PowerPoint and Word
* Strong customer service background
* Willingness to work in all weather conditions, on weekends and extended hours
* Ability to lift heavy equipment greater than 25lbs
* Ability to work in a fast paced, ever changing environment
* Ability to self-motivate to meet deadlines
* Work well under pressure with tight deadlines
* Project management experience preferred but not required

**Preferred Skills:**

* USATF and technical knowledge of road racing preferred.
* CPR/AED and First Aid Certification preferred.
* Detail orientated with the ability to effectively manage multiple projects simultaneously and thrive in a fast-paced environment.
* Passion for sports (especially running)
* Experienced at executing social media campaigns.