



Event Management Internship

Position Summary

Grandma's Marathon-Duluth, Inc. is looking for an Event Management Intern, to join the organization in support of 2023 Grandma's Marathon Weekend and other annual events. This part-time paid provides hands-on experience in special event and road race management, including event planning and logistics, volunteer and vendor coordination, inventory management, etc. The Event Management Intern will contribute to organizing a leading U.S. marathon and one of the region's largest events, which sees over 20,000 weekend participants and has a \$20.6 million annual economic impact. Position reports to the race director but works with all members of the Grandma's Marathon staff as needed.

Responsibilities

- Support the planning and execution of all race events
- Assist with warehouse and inventory management for race equipment, supplies, signage, merchandise, etc.
- Lead or support community-focused processes such as business & resident notification, volunteer group recruitment/coordination
- Create or update operations documents to support the event planning process
- Perform research on industry trends and best practices, vendors, new products, etc.
- Will be assigned to lead/co-lead areas at events
- Day-to-day office support of Grandma's Marathon operations and programs as needed

Requirements

- Affinity for working in a fast-paced, changing environment
- Skilled at adapting and prioritizing, while maintaining a strong attention to detail
- Comfortable working both individually and as part of a collaborative team
- Knowledgeable with Microsoft Office suite
- Ability to lift 25 pounds and load/unload trucks as part of event operations
- Must represent Grandma's Marathon in a positive manner at all times

Additional Attributes

The following skills/experience are not required, but are helpful to the position (training can be provided)

- Prior special event planning/event management/team leadership experience
- Experience with technical writing, databases, map/site layout creation, timelines, etc.
- Ability to drive event vehicles – small box trucks, or pickup trucks, golf carts

Schedule

- 10-15 hours/week, Mon-Fri (mutually agreed upon schedule), late January – July
- Additional and evening/weekend hours around events and planning meetings, including increased hours in the lead-up to Grandma's Marathon Weekend in June

Required event dates for this position:

- Saint Fennessy 4K – March 18, 2023
- Grandma's Marathon Week – June 12-18, 2023
- Fitzer's 5K – April 22, 2023
- Park Point 5-Miler – July 13, 2023

Compensation

- \$12.00/hour

Please submit a resume and brief letter of interest to greg@grandmasmarathon.com. Deadline to apply is December 31, 2022.