



GIS & Events Internship

Position Summary

Grandma's Marathon-Duluth, Inc. is seeking a Geographic Information Science (GIS) & Events Intern, to join the organization in support of 2023 Grandma's Marathon Weekend and other annual events. This part-time, paid position provides hands-on experience in special event planning, logistics, mapping, transportation, and inventory management. The GIS & Events 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

- Create GIS event maps to improve communication and information sharing with event stakeholders. Anticipated map projects include:
 - Racecourse Operations Map, supporting course logistics, volunteers, medical team, etc.
 - Road Closures & Detours Map, informing public & spectators for race day
 - Emergency Planning Map, supporting the event Emergency Operations Plan
- Gather and organize data for map development, in collaboration with GM staff, external partners (city/county agencies, vendors, facilities, etc.)
- Participate in event site visits and site planning relevant to map projects
- Present maps to staff and volunteer race committees to provide instruction and solicit feedback
- Create a post-event report on usage of maps and feedback, providing recommendations for future improvements
- Research and help identify additional ways of using GIS to improve GM operations
- Support the race operations team with event preparation and in race day roles
- Day-to-day office support of Grandma's Marathon operations and programs

Requirements

- Ability to adapt and work in a fast-paced, changing work environment while maintaining a strong attention to detail
- Strong interest in GIS systems and tools as a framework for effective planning and problem solving (*experience in using GIS software preferred*)
- Excellent interpersonal, written and verbal communication skills (*juniors and seniors seeking degree in a related field preferred*)
- Must represent Grandma's Marathon in a positive manner at all times

Schedule

- 6-8 hours/week, Mon-Fri (mutually agreed upon schedule), March through June
- 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 16, 2024
- Fitger's 5K – April 20, 2024
- Grandma's Marathon Weekend – June 20-22, 2024
- Park Point 5-Miler – July 18, 2024

Compensation

- Intern will be paid \$12.00/hour for their time worked

How to Apply

Interested candidates may submit a resume and brief letter of interest to Greg Haapala, Race Director, via email at greg@grandmasmarathon.com **no later than January 31, 2024.**