



TrackTown USA Student Internships
Winter/Spring 2019
Job Description

Internship Overview

TrackTown USA is a private, non-profit organization dedicated to setting a standard of excellence in the sports of track and field and running by hosting premier events and creating a supportive environment for elite athletic performances. TTUSA will be offering two internships to college students during the 2019 indoor and outdoor track and field seasons in the following categories:

- 1. Writing/Communication Internship**
- 2. Videography/Photography Internship**

Interns will be expected to attend all TTUSA events and help with the promotion, set-up, tear down, coverage and management of those events. Interns will also be tasked with projects surrounding a variety of TTUSA initiatives. Interns must have demonstrated social media skills.

Qualifications

- Experience and expertise with Facebook, Twitter, Instagram, and YouTube.
- Experience with Adobe Programs a plus – Photoshop, Illustrator, InDesign, Premiere Pro.
- Basic photography/videography equipment a plus.
- Basic HTML skills for WordPress and MailChimp a plus.
- Excellent written and oral communication skills.
- Ability to work accurately and effectively on tight deadlines.
- Ability to work independently, to work in a team atmosphere, and to work in a cooperative manner with people from a wide variety of backgrounds.
- Ability to communicate effectively with clear, concise written messages.
- Willingness to work non-traditional hours.
- Passionate about the advancement of the sport of track and field.

COMMUNICATION/WRITING INTERN

Responsibilities

- Intern will play key role in brainstorming & developing content for website and social media.
- Will take lead role in writing TrackTown Tuesday recaps.
- Be available to assist at all TTUSA events.

VIDEOGRAPHY/PHOTOGRAPHY INTERN

Responsibilities

- Intern will play key role in developing video/photo content for website and social media.
- Help in production of TrackTown Tuesdays including editing and creating of photos, graphics and videos.
- Brainstorm and create video/photo content and be able to shoot or acquire the video assets needed.
- Be available to assist at all TTUSA events.

Commitment and Internship Duration

Though the hours may vary depending on events and community programming, the student internship is 10-15 hours per week beginning Jan. 22, 2019 and ending on June 4, 2019.

Compensation

Class credit may be received depending on your major and requirements. Please visit your student counselor for more details.

Opportunities

This internship will be a tremendous opportunity to work with a professional and experienced staff in a growing organization.

Application deadline

Please e-mail a brief cover letter describing your qualifications for this internship, portfolio of work, and current resume to Jessica Gabriel, Director of Communications, at jessica@gotracktownusa.com.
Deadline for application is Wednesday, Dec. 12.

Contact:

Jessica Gabriel, TrackTown USA
Director of Communications
Jessica@gotracktownusa.com