



**Charlotte Regional Sports  
Commission**

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[www.charlottesports.org](http://www.charlottesports.org)

## Sports Management Internship Program

The Charlotte Regional Sports Commission's (CRSC) Internship has been developed to help students pursue a career in the sports industry, while gaining practical experience. The CRSC will gear the internship to the interests and needs of the candidate and will accept undergraduate & graduate students. If the internship hours are required by your program, we are sure to fulfill your program needs and supervise all projects.

The duration of the Internship is typically one semester, but can be catered to your school's program requirements. We prefer intern candidates to be available full-time during the Fall/Spring/Summer semester (totaling about 40 hours/week).

Each intern will aid in the strategic planning, marketing, operations, and overall coordination of all CRSC events. To see a list of these events, please visit our website at [www.charlottesports.org](http://www.charlottesports.org).

Please see the next page for more information and how to apply!

### **Internship Description:**

- Assists in all CRSC events, including preparations and on-site responsibilities, as applicable.
- Will aid in the preparation for CRSC meetings, which includes scheduling a conference room, informing members of meeting, compiling projected attendance list, preparing information packets (including agendas), arranging for meals/refreshments when appropriate, and preparing the conference room for the meeting.
- Responsible for producing minutes for all CRSC meetings and composing official reports of those meetings.
- Responsibilities include handling correspondence, filing, delivering mail, scheduling, travel, etc.
- Responsible for all general office duties including office machine maintenance, office supplies inventory, postage inventory, and organization of CRSC public areas.
- Responsible for maintenance and updating of various CRSC databases, including Board of Directors, Members, Team Players, calendars and newsletter contacts.
- Additional point of contact for office machine service contractor, building security, building maintenance, and mailroom.
- Research grant opportunities and other fundraising opportunities
- Update membership database with a weekly "Weekend Update" of events

### **How to Apply:**

Please submit the following:

1. Cover letter with objectives
2. Resume with minimum of two references
3. Encouraged, but not required, writing sample (i.e. press release)

### **Applications and questions can be directed to:**

Caroline Smith  
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Charlotte, NC 28202  
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704-688-8558 – fax

### **About the Charlotte Regional Sports Commission:**

- How we got started:
  - The Charlotte Regional Sports Commission is a non-profit, 501 (c)(3) organization, founded and formed by Charlotte's civic leaders after the very successful 1994 NCAA Men's Final Four which was held in the Queen City.
- CRSC Mission Statement:
  - The Charlotte Regional Sports Commission promotes the Charlotte region by creating sporting events, recruiting and supporting sporting events and organizations and encouraging community participation. These efforts are intended to result in a positive economic impact on the region and to improve its quality of life.
- A look at Charlotte Events in 2008...
  - "Hoop it Up" from CIAA &
  - ACC to the NCAA Division I East Regional Tournament
  - AAU Fencing Junior Olympics
  - Queen's Cup Steeplechase
  - USA Canoe/Kayak Olympic Trials
  - FLW Tour Lake Norman
  - Quail Hollow Championship
  - Charlotte Jumper Classic
  - Coca Cola 600
  - USA Youth Outdoor Track & Field Championships
  - Bank of America 500
  - Meineke Car Care Bowl
- CRSC Operated Events in 2009 and beyond...
  - Palisades Collegiate Golf Classic
  - River Roar *at the* USNWC
  - Panthers Countdown to Kickoff Luncheon
  - Hog Jog 5k
  - CRSC Golf Tournament
  - High School Football Team of the Year Award
  - Fight Night for Kids *presented by* The Charlotte Bobcats
  - ACC Football Championship 2010 & 2011