

Job Announcement – Intern, Special Programs & Events

About the International Volleyball Hall of Fame

Want to work in the sports industry with an organization serving one of the fastest growing and exciting sports in the world? The International Volleyball Hall of Fame (IVHF) exists to honor the legends, recognize the greats, and preserve the history of volleyball worldwide. The IVHF serves as the world's historical repository and hall of fame for indoor volleyball, beach volleyball, para volleyball, and more. 161 athletes, coaches, officials, and leaders from 25 countries have been inducted into the IVHF since 1985. The IVHF supports nearly a dozen local and national events each year consisting of grassroots development, youth, collegiate, and adult programs. Visit www.ivhf.org for more information.

Job Description

The Intern, Events, will report directly to the Executive Director. The successful candidate will be tasked with assisting in all aspects of support to include but not limited to: team registration, event logistics and execution, and budget management. This position requires excellent organization, communication, planning and coordination. Independent judgment is required to plan, prioritize and organize a diversified workload, and make recommendations for changes in office processes, programs and practices. This position answers non-routine correspondence exercising the ability to communicate effectively with a wide range of constituencies. The position is located in Holyoke, Massachusetts. Extended hours may be required to include nights, weekends and holidays. Minimal travel may be required.

Summary of Duties and Responsibilities include but are not necessarily limited to:

- Serve as lead in coordination and execution of assigned events to include budgeting, event logistics, team registration and support, and event execution.
- Handle direct inquiries and/or requests which can be addressed without Executive Director involvement.
- Process all incoming event-related revenues, and file and process event registrations.
- Produce reports, presentations, spread sheets and special projects, and assist with preparing, packing, distributing, or shipping all materials as required by the Executive Director.
- Record and verify registrations in event database and work with teams concerning their registrations/data.
- Assist with personalizing, sending and tracking contractor agreements for events.
- Ensure timely posting of results on the website.
- Post event-related information on website as needed.
- Provide in-office support for Executive Director.
- Assist in overall conduct of all IVHF events.
- Assist in calculating VIK numbers/amounts for events.
- Assist in ordering and management of signs and printed materials.
- Schedule, produce agenda and take minutes for IVHF Tournament & Events Committee meetings.
- Other duties and projects as assigned.

Minimum Qualifications

- Commitment to the agreed upon internship program dates and work days (TBD by student availability and the project).
- Working toward, or recent graduate with, a four-year college degree in Sport Management, Business, or related field of study.
- Proficient knowledge of Google Docs/Sheets.
- A professional work ethic, punctuality, and reliability.

Desired Qualifications

- Volleyball experience or experience with event management a plus but not required.
- A personal computer is not required, but is desirable.

Stipend Information:

IVHF internships are generally unpaid at this time due to limitations of available funding. Please inquire about any stipends that may be available. Credit and non-credit programs are acceptable.

Letters of interest should be sent by e-mail only to interns@ivhf.org. Phone calls not allowed. Interns are accepted on a rolling basis throughout the year.