



## Event Management Internship

### Spring 2020 ASC Events Intern - Job Description

#### Internship Overview

- Meets requirement for Univ. of Texas Sport Management Internship
- Spring Semester 2020
  - Internship Start Date: ~January 2, 2019 (if possible)
  - Internship End Date: ~May 8, 2020
- Preferably a Junior or Senior looking to complete a full-time internship requirement
- Must have applicable coursework/work experience background
- Must be able to work approximately 20 office hours per week in addition to late/weekend event hours (See **Required Event Dates**)
- Competitive hourly wage
- Tournament gear provided when available

#### Required Event Dates

- **Tour of Texas Qualifier- San Antonio/Houston** (San Antonio Convention Center; George R. Brown Convention Center)
  - Thursday, January 9 – Sunday, January 12, 2020
- **Tour of Texas (Pre-Qualified Teams)** Round Rock Sports Center
  - Saturday, January 18 – Sunday, January 19, 2020
- **Southwest Boys' Classic Boys Bid Tournament** (Dallas Convention Center)
  - Thursday, January 30 – Sunday, February 2, 2020
- **Tour Stop II (12s) & Texas Championship Series Stop II (12s)** (Austin Sports Center- Cedar Park)
  - Saturday, February 8 – Sunday, February 9, 2020
- **ATX Showcase (Round Rock Sports Center)**
  - Saturday, February 15 – Monday, February 17, 2020
- **Lone Star Classic 18s National Qualifier / Tour of Texas** (Austin Convention Center)
  - Thursday, February 27 – Sunday, March 1, 2020
- **Southwest Boys Tour – AJV Spring Swing** (ASC - Cedar Park/Premier Athletic Center)
  - Saturday, March 7 – Sunday, March 8, 2020
- **Mizuno Lone Star Classic National Qualifier** (Dallas Convention Center)
  - Thursday, April 2 – Monday, April 6, 2020
  - Tuesday, April 7 – Sunday, April 12, 2020 (Gaylord Texan- Additional Facility)
  - Thursday, April 16 – Monday, April 20, 2020
- **Lone Star Regional Championships (12s)** (Round Rock Sports Center)
  - Saturday, April 25 – Sunday, April 26, 2020
- **Lone Star Regional Championships** (George R. Brown Convention Center)
  - Thursday, April 30 – Sunday, May 3, 2020

## **Responsibilities:**

- Support Event Department in organization, management, and operations of the following events:
  - Tour of Texas
  - Texas Championship Series
  - ATX Showcase
  - Southwest Boys' Classic
  - Mizuno Lone Star Classic National Qualifier
  - Lone Star Regional Championships
- Assist in coordinating event staff and logistics
  - Contact information
  - Schedules & timelines
  - National Anthem Singer Selection
- Assist with tournament logistics and operations
  - Preparation, organization, and management of event inventory (event carts)
  - Coordinate preparation of tournament registration materials
  - Manage on-site registration & compliance
  - Setup and teardown logistics and operations
  - Manage flow of tournament
- Promote and assist with marketing and communication of events to clientele
  - Social Media Platforms – Facebook, Twitter, Instagram
  - E-newsletters
- Management of Mizuno Lone Star Classic contests (registration, organization, etc.)
  - LSC Ball Bag program
  - LSC Players' gifts
- Assist in gathering demographics and statistics of clientele (clubs/teams)
  - Tournament registration comparisons and analysis
  - Marketing analysis
- Other duties as assigned
  - Sort and organize tournament awards

## **Required Skills**

- Thorough understanding of Internet applications and Microsoft Office
- Excellent customer service skills
- Flexibility to work long hours and weekends (during events)
- Knowledge in sport marketing, communications, etc.
- Basic understanding of volleyball and passion for sports
- Calm under pressure, flexible and proactive
- Must be able to lift 35lbs, unassisted
- Some travel required
- Reliable transportation to fulfill office hour requirements

**If you are interested in the 2020 ASC Events Spring Internship,  
please email your resume to [events@austinsportscenter.com](mailto:events@austinsportscenter.com)**

**NO LATER THAN WEDNESDAY, OCTOBER 30, 2019**



### ***Setting a Higher Standard***

Founded in 1984 by Glen Lietzke, Austin Junior Volleyball (AJV) is a non-profit sports organization and Austin's largest youth volleyball club. AJV manages over 50 teams and owns three athletic facilities in South, Central, and Cedar Park Austin. The mission is "to train youth to optimize athletic potential and develop life skills through volleyball". Few clubs in the United States are involved in as many different areas of volleyball as AJV. The expectations for the staff and teams are set on a national scope, not just a local scope. Our club strives to continue to be leaders in volleyball. As an employee of AJV, you become an integral part of this volleyball leadership.

ASC Events (a department within AJV) plan, coordinate, and direct some of the largest and most elite junior tournaments in the region and nation. The ASC Events Internship provides great opportunities in the sport management field – from event and logistical planning and sports marketing, to venue management and tournament directing. The internship provides involvement in all preparations and cutting-edge developments of our premier events with a fun, athletic-oriented, and creative staff. In addition, the internship offers a competitive hourly wage, access to our fitness and gym facilities, as well as Mizuno apparel and official tournament gear!



### **Mizuno Lone Star Classic National Qualifier**

LSC is the largest of the 12 junior national qualifiers sanctioned by USA Volleyball (USAV), the national governing body for the sport of volleyball. At over 1,800 teams in 2019, it is not only the nation's largest qualifier tournament, but also the largest three-day volleyball event in the world. Teams compete in hopes of attaining a bid to USAV's Girls' Junior National Championships. Hosted over multiple weekends in the Dallas Convention Center, LSC sets a higher standard by offering many outstanding tournament features such as expanded divisions, a boys' tournament, parents' lounge and kid's zone.

### **Tour of Texas**

The Tour of Texas Qualifier is the largest regional tournament in the state of Texas and hosted in San Antonio, Houston, and Dallas. The tournament acts as a qualifier for the Tour of Texas, hosting the state's most competitive teams. The tour consists of the qualifier tournaments and two stops in Austin and Dallas.

### **Lone Star Regional Championships**

Sanctioned by the Lone Star Region as the region's championship, LSR is the last chance opportunity for teams to qualify for the USA Volleyball Girls' Junior National Championships. LSR will be hosted in Houston, TX and crowns the region's best teams.