



2012 Nebraska Sports Council Internship Program

Thank you for your interest in attaining an internship with the Nebraska Sports Council. There are multiple internship openings available for the 2011-2012 year. With three major programs (*Cornhusker State Games, Live Healthy Nebraska and NSC Events*), the need for quality interns is great. Come join a young and energetic full-time staff and help conduct the only multi-sport & wellness organization in Nebraska and one of the largest of its kind in the United States.

The Nebraska Sports Council offers paid and non-paid internships, based on hours and workload, which offer excellent insight into the world of sport event management, health and wellness, and marketing/media relations. Selected interns have the opportunity to earn college credit as well as the experience necessary to compete for positions in these industries.

HOW TO APPLY

Send a resume, including a cover letter, outlining why you want to work with the NSC and what qualities/skills/attributes you possess. Indicate which internship position you are interested in. Internships fill up fast, so don't delay. **Send PDF of resume and cover letter via EMAIL ONLY to Scott Ash at sash@nebraskasportscouncil.com**

INTERVIEW PROCESS

The NSC staff will conduct interviews at the NSC headquarters (4903 N 57th St.) in Lincoln. Phone and/or Skype interviews for out of state interviewees will be conducted as needed. NSC is an equal opportunity employer.

The following pages contain general internship information followed by a description of each position and should help you in determining the type of internship that suits you and your educational objectives. (Dates are somewhat flexible.)





Media Relations Intern

STATUS

Paid internship.

Start in winter or spring, full or part-time.

Finish at the end of July.

80-plus hours per week during Cornhusker State Games (*Peak Season*).

QUALIFICATIONS/SKILLS

Junior or Senior-level college student majoring in Journalism or a related field.

Must be highly organized and detail-oriented and able to organize multiple projects. Must have strong computer skills and be literate in Microsoft Word and Excel as well as possess the ability to learn the ClearThunder online registration system. Strong communication skills and professionalism a must. Must be able to work well with others in a fast-paced team environment.

RESPONSIBILITIES (Duties are not limited to the following descriptions.)

Work closely with the Executive Director on all media relations issues including contact management, press release writing, athlete research for feature articles, social media integration and competition result distribution. Help with miscellaneous activities during the Cornhusker State Games.



Marketing Intern Team (Four Positions Available)

STATUS

Paid internship.

Start in winter or spring, full or part-time.

Finish at the end of July.

80-plus hours per week during Cornhusker State Games (*Peak Season*).

QUALIFICATIONS/SKILLS

Junior or Senior-level college student majoring in Marketing, Advertising or related fields. Must be highly organized, detail-oriented and able to organize multiple projects. Must have strong computer skills and be literate in Microsoft Word and Excel as well as possess the ability to learn the ClearThunder online registration system. Strong communication skills and professionalism a must.

RESPONSIBILITIES (Duties are not limited to the following descriptions.)

Work closely with the Director of Communication and Development and the Director of Operations along with the Sport Directors and media outlets to promote sports and recruit athletes. Develop marketing strategies to promote individual sports by identifying target audience. Assist with miscellaneous duties as needed.



Live Healthy Nebraska Intern

STATUS

Part-time internships available. Stipend negotiable based on hours.
Interns are needed in the fall and winter.

QUALIFICATIONS/SKILLS

Junior or Senior-level college student majoring in Health/Fitness or Nutrition related fields. Must be highly organized, detail-oriented and able to organize multiple projects. Must have strong computer skills and be literate in Microsoft Word and Excel as well as possess the ability to learn the Live Healthy America online registration system. Strong communication skills and professionalism a must. Must be able to work well with others in a fast-paced team environment.

RESPONSIBILITIES (Duties are not limited to the following descriptions.)

Work closely with the NSC staff on all program issues including promotion, research, production, data entry, customer service, mailings and volunteer recruitment/supervision. Work with community coordinators to promote the program statewide. Help with packet distribution. Assist with miscellaneous duties as needed. Some in-state travel is necessary.



Graphic Design Intern

STATUS

Paid internship.

Start in winter or spring, full or part-time.

Finish at the end of July.

80-plus hours per week during Cornhusker State Games (*Peak Season*).

QUALIFICATIONS/SKILLS

Junior or Senior-level college student majoring in Graphic Design or a related field. Must be highly organized, detail-oriented and able to organize multiple projects. Must have strong computer skills and be efficient in Adobe InDesign, Illustrator, PhotoShop as well as Microsoft Word, Excel and possess the ability to learn the ClearThunder online registration system. Strong communication skills and professionalism a must.

RESPONSIBILITIES (Duties are not limited to the following descriptions.)

Work closely with the Director of Creative Services, Director of Operations and the Marketing Intern Team to help produce promotional materials for the Cornhusker State Games. Assist with miscellaneous duties as needed.



I.T./Web Design Intern

STATUS

Paid internship.

Start in January, full or part-time.

Finish at the end of July.

40-plus hours per week during Cornhusker State Games (*Peak Season*).

QUALIFICATIONS/SKILLS

Junior or Senior-level college student majoring in technology and business or related fields. Must be highly organized, creative, detail-oriented and able to organize multiple projects. Must have strong computer skills, must be familiar with HTML code and CSS, must possess the ability to learn the ClearAgility website management system and ClearThunder online registration system. Strong communication skills and professionalism a must.

RESPONSIBILITIES (Duties are not limited to the following descriptions.)

Work closely with the Director of Creative Services and Director of Communications & Development to help set up online registration for the Cornhusker State Games. This position will also help with the development and updating of the NSC family of websites (NebraskaSportsCouncil.com, CornhuskerStateGames.com and NSCEvents.com) for 2012.



Video Production Intern

STATUS

Paid internship.

Start in February, full or part-time.

Finish at the end of July.

40-plus hours per week during Cornhusker State Games (*Peak Season*).

QUALIFICATIONS/SKILLS

Junior or Senior-level college student majoring in Video Production, Marketing, Advertising or related fields. Must be highly organized, creative, detail-oriented and able to organize multiple projects. Must have strong computer and video skills and be literate in Microsoft Word and Excel as well as possess the ability to learn the ClearThunder online registration system. Strong communication skills and professionalism a must.

VIDEO PRODUCTION SPECIALIST TASKS

(Tasks include, but not limited to the following descriptions)

- * Assisting staff in developing and implementing video strategy.
- * Production assistance for video shoots (interior and exterior), including setup and breakdown of equipment and assistance with audio and lighting.
- * Video camera operations during shooting of sporting events, single and multi-camera productions and other events.
- * Editorial services to do post-production of single and multi-camera shoots.
- * Creating video files for publishing to web, CD, and DVD using compression software and other appropriate software tools.
- * Create CDs and DVDs from video files (including simple DVD authoring) and moving files to and from the FTP sites.

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Video Production Intern (Continued)

- * Making video dubs using videotape recording and duplicating CDs and DVDs.
- * Pulling files from digital audio recorder and other sources and sending files to transcribers and other destinations.
- * Assisting in maintenance of video library.
- * Communicating with local editing/dubbing facilities and other services.
- * Responding to requests from producers, broadcasters and others for video footage from internal video library. Related services include telephone contact and e-mail correspondence, locating appropriate footage, making dubs, typing tape labels and shipping labels and preparing items for shipment.
- * Various administrative services, including writing correspondence, making and answering inquiries via telephone and e-mail, filling out forms, preparing packages for shipment.
- * Additional audio and video production and post-production services may be required as well.

While these services will usually be required during standard office hours, they will occasionally also be required evenings (minimum of one evening per month) and weekends. Some travel may be required. These are to be confirmed as requested.