



**Colorado Sports Hall of Fame
Job Description**

Administrative Intern

January 2015

The Mission Statement of the Colorado Sports Hall of Fame:

"To honor, by public acknowledgment or commemoration, those individuals who merit recognition and distinction for their exploits, accomplishments and leadership in sports and athletic endeavors in the state of Colorado. Equally, to build and make available programs and support for youth in our state, to cultivate character and citizenship as they grow toward leadership in our state and throughout the Nation."

This is an excellent opportunity for anyone planning a career in the sports or event industry. This is also a perfect chance to gain experience working within the Non-Profit Organization realm. You will be working in a positive and energetic environment learning what it takes to work in these fields from the inside out.

General Statement of Duties: Assist the Management Staff in various projects and plans for museum improvements. Intern will also be aiding in the day-to-day duties in the Museum and guiding stadium tours.

Supervision Received: Intern will be collaborating closely with and working under the general direction of the Tour and Event Coordinator, as well as the Marketing and Tour Director.

Major Areas Projects and Duties: The listed examples may not include all duties required of this position. Projects may vary from time to time based on the needs of the Colorado Sports Hall of Fame.

- Data entry, telephone contact, research.
- Development and merging of databases
- Cataloging all items donated to the museum
- Increasing, cataloging and labeling items for the Interactive Zone
- Assisting in coordination and completion of tours and events in the museum
- Updating and maintaining website and social media networks.

Abilities and Qualifications:

- Clerical skills and knowledge of standard Windows platform software.
- Must be able to examine data, then expand information.
- Ability to communicate clearly in both written and oral form
- Perform tasks assigned in an orderly and precise manner
- Coordinate, organize, and present research information derived from a variety of sources
- Exercise resourcefulness in solving problems in accordance with the established rules, regulations, and policies of the CSHoF
- Work independently and/or as part of a team

The candidate will be available during business hours at least 15 hours per week. Schedule can be flexible to accommodate classes.

This is a PARTIALLY PAID internship and available to the best candidate for the position immediately.