The University of Iowa Department of Intercollegiate Athletics

ANNOUNCEMENT OF POSITION VACANCY
Athletics Live Event Production Intern

Classification Title/Code: Intern, PZ04
Working Title: Athletics Live Event Production Intern
Department: Intercollegiate Athletics
Staff Type: Temporary – Non Benefits Eligible
Type of Position: 100% time; At-Will; FLSA Non- Exempt
Duration: Up to 40 hours/week for one year with the option to extend for an additional year.
Salary Range: $16.00/ Hour
Apply By: July 2, 2023

The University of Iowa Department of Athletics seeks applications for an Athletics Live Event Production Intern. This is a full-time (at-will and FLSA-non-exempt) position. Fringe benefits are not included. Salary is set at $16.00 an hour. The University of Iowa is an NCAA Division I institution and a member of the Big Ten Conference. The Department of Athletics manages 22 varsity sports programs and related events with a workforce of approximately 205 regular employees and 300 temporary employees. Athletics is a people-centric organization that operates under a “Win. Graduate. Do It Right.” philosophy. For more information regarding Athletics, please click here.

Responsibilities: The purpose of this internship is to attain the necessary knowledge, skills and experience to compete for a professional-level position outside of the University of Iowa. The Live Event Production Internship provides practical work experience within the University of Iowa video office. The Intern will assist the Assistant Director in Big Ten Network audio/video live event production and streaming. Forty hours per week, which may include evening, weekend, and holiday hours.

Benefits Highlights: The University of Iowa is a Big Ten, nationally ranked research university with 30,000 students located in Iowa City. A vibrant community boasting excellent public schools, safe, comfortable neighborhoods, affordable housing, a highly educated population, and numerous cultural, recreational, and sporting opportunities and events contribute to the Iowa City area frequently appearing high on the best-places-to-live listings. Go to “Working at Iowa” to learn more.

Required Qualifications:

- Bachelor’s degree in communications, graphic arts, video production, design or related field or equivalent combination of education and experience.
- Excellent oral and written communication skills.
- Ability to work constructively and collaboratively in a diverse environment, demonstrating strong interpersonal skills and ability to build trusting relationships.
- Ability to communicate effectively and build trusting relationships with a wide variety of constituents, both internal and external to the university setting, e.g. central campus, media personnel, patrons and vendors.
- Working knowledge of and ability to utilize basic office support software (word processing, email, presentation software and spreadsheets)
- Valid driver’s license and the ability to meet and maintain UI Fleet Safety Standards.
• Must be able to move and load 50 pounds; work evenings and weekends when necessary.

**Desired Qualifications:**
• Demonstrates a working knowledge of video production, professional-grade cameras, editing software, and a basic understanding of broadcast studio production.
• Demonstrates the ability to coordinate and stream live events.
• Experience with Adobe Creative Suite, Daktronics, and Tri-Caster Systems.

**Application Process:** Please send a copy of your cover letter and resume to athl-human-resources@uiowa.edu and reference ‘Athletics Live Event Production Intern’ in the email title.

• Applicants must include a resume and cover letter. Applications without both a cover letter and resume will be considered incomplete and ineligible for consideration.
• Job applications will be accepted through July 2, 2023.
• Successful candidates will be subject to a credential/education verification and criminal background check and be required to self-disclose any conviction history.
• Up to five professional references will be requested at a later step in the recruitment process.
• As a part of the University of Iowa’s review of your application and consistent with its policies and practices, the University may access and/or view information about you that is job-related and publicly available on the internet, including but not limited to information on social media sites. The access, viewing and/or use of such information is governed by the University’s Policy on Human Rights, as well as state and federal law.
• For questions or additional information, please contact athl-human-resources@uiowa.edu.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences.