



INTERNSHIP OPPORTUNITY
The Hartford Marathon Foundation
www.hartfordmarathonfoundation.com

The Hartford Marathon Foundation seeks two dedicated college students searching for a unique summer/fall internship experience in sport and event management. Interns will have the opportunity to work with the HMF staff in conceptualizing, planning, marketing and executing the 2010 schedule of events. Responsibilities will include, but are not limited to, volunteer management, set-up and break-down of race equipment, sponsor relations, community notifications, interaction with athletes, and event logistics coordination. Interns will report directly to the Operations Manager, but will likely assist on a variety of projects.

The Hartford Marathon Foundation is in its 17th year and is recognized as the foremost organizer of running, biking and swimming events in Connecticut. The flagship event is the ING Hartford Marathon and Half Marathon, with 20 other races from March to November. A Hartford Marathon Foundation internship will teach students the elements required to produce world-class athletic events.

Requirements:

Excellent oral and written communication skills; ability to manage several projects simultaneously; proficient in Microsoft Word, Excel, and Outlook; and a dedicated, energetic work ethic are required for the position. Interns must be prepared to perform physical labor, able to lift 50 pounds, work outside regardless of weather conditions and be able to provide their own transportation.

Location:

The internship will take place at the HMF office, 41 Sequin Dr., Glastonbury, CT. "Field Work" at HMF events will take place at various locations throughout Connecticut.

Time Commitment & Compensation:

Students are expected to commit 15 to 20 hours per week throughout the internship. Students must be willing and able to commit to the entire race schedule (see below). HMF realizes that candidates may have additional job constraints, and these conflicts will be addressed on a case by case basis. Time spent on "Field Work" (working and preparing for events) will be compensated at the rate of \$15 per hour. "Field Work" will take place predominantly on weekends, typically beginning early in the morning, and mileage expenses will be reimbursed. The time spent in the office will be unpaid as part of the internship. Students will have flexibility in setting their in-office schedules. Students are eligible for course credit throughout the internship.

Detailed Schedule:

Date and Nature of Work.....	Expected Time Commitment
Saturday, May 22 – Event Prep.....	4 hours
Sunday, May 23 – Shamrock Duathlon.....	6 hours
Saturday June 5 th , – Event Prep.....	4 hours
Sunday, June 6 th – Amica Insurance Half Marathon.....	8 hours
Saturday, June 19 – Travelers Championship 5K.....	5 hours
Thursday, June 17 – Xtreme Scramble 1.....	10 hours
Saturday, June 26 – Event Prep.....	8 hours
Sunday, June 27 – Stamford KIC Tri.....	10 hours
Friday, June 09- Event Prep.....	5 hours
Saturday, July 10 – Red Dress Run for Women.....	5 hours
Thursday, July 15 – Xtreme Scramble 2.....	10 hours
Saturday, August 7 – Event Prep.....	5 hours
Sunday, August 8 – Niantic Bay Tri.....	8 hours
Saturday, August 21 – Event Prep.....	4 hours
Sunday, August 22 – Litchfield Hills Tri.....	6 hours
Thursday, August 12 – Xtreme Scramble 3.....	10 hours
Sunday, August 29 – Old Wethersfield 5K.....	5 hours
Friday, September 10 – Day of Caring.....	8 hours
Saturday, September 11 – Event Prep.....	5 hours
Sunday, September 12 – Women’s Tri.....	8 hours
Friday, October 8 – ING Run for Something Better Day.....	6 hours
Saturday, October 9 th – ING Hartford Marathon.....	8 hours

Total Field Work, May 16 to October 10 (27 weeks).....148 hours

Application Process:

To apply, please submit cover letter and resume via mail or email.

Materials should be sent to:
Jeffrey Glaude
Operations Manager
Hartford Marathon Foundation
41 Sequin Dr., Suite 1
Glastonbury, CT 06033
jeff@hartfordmarathon.com
Fax: (860) 652-8145

Deadline:

Applications will be reviewed on a rolling basis, so please submit ASAP.
The initial positions will be filled on or before May 3, 2010.

For further information, please contact Jeffrey Glaude at jeff@hartfordmarathon.com or at (860) 652-8866.