



**HARTFORD  
MARATHON  
FOUNDATION**

**INTERNSHIP OPPORTUNITY**  
**Hartford Marathon Foundation**  
**[www.hartfordmarathon.com](http://www.hartfordmarathon.com)**

### **Overview:**

The Hartford Marathon Foundation (HMF) is seeking a dedicated candidate 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 2021 schedule of events. Responsibilities will include, but are not limited to; volunteer management, community outreach, event logistics coordination, set-up and break-down, and interaction with participants. Interns will assist on a variety of projects throughout the program.

The Hartford Marathon Foundation is in its 28<sup>th</sup> year and is recognized as one of the foremost organizer of running events in Southern New England. The flagship event is the Eversource Hartford Marathon and Half Marathon, with over 30 other races annually. A Hartford Marathon Foundation will teach prospective interns 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 Office, Google Drive, 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 Drive, Glastonbury, Connecticut. "Field Work" at HMF events will take place at various locations throughout Connecticut and the surrounding states.

### **Time Commitment & Compensation:**

**IN-OFFICE WORK:** Interns are expected to commit to 15 to 20 hours of *In-Office Work*\* per week throughout the internship. HMF realizes that candidates may have additional job or school constraints, and these conflicts will be addressed on a case by case basis. Interns will have the flexibility of setting their *In-Office Work* schedules. The time spent on *In-Office Work* will be unpaid as part of the internship. Students are eligible for course credit throughout the internship.

**FIELD WORK:** In addition to the 15 to 20 hours of *In-Office Work*, participants will take part in additional *Field Work* (working and preparing for events) and will be compensated at the rate of **\$15 per hour** for this. *Field Work* will predominantly take place on weekends; typically beginning early in the morning, any mileage expenses will be reimbursed. Interns must be willing and able to commit to the entire summer/fall race schedule (see below).

*\*In-Office Work may be required to be completed at home, to accommodate a socially distant working environment, if required.*

**Detailed Schedule:**

<b><u>Date &amp; Nature of Work</u></b>	<b><u>Expected Time Commitment</u></b>
Friday, June 4 – Event Prep: UConn Health Half Marathon	6 hours
Saturday, June 5 – UConn Health Half Marathon	8 hours
Saturday, June 19 – Summer Solstice Trail Run	6 hours
Saturday, July 17 – L+M Hospital Summer Stride 5K & 10K	7 hours
Thursday, July 22 – Riverfront Scramble	6 hours
Saturday, August 7 – Event Prep: Niantic Bay Triathlon	6 Hours
Sunday, August 8 –Niantic Bay Triathlon	10 hours
Sunday, August 22 – Old Wethersfield 5K/10K	7 hours
Friday, August 27 – Event Prep: RiMaConn Relay	6 hours
Saturday, August 28 – RiMaConn Relay	15 Hours
Friday, September 10 – Event Prep: Women’s Triathlon / Surfstown Half	6 hours
Saturday, September 11 – Women’s Triathlon / Event Prep: Surfstown	8 hours
Sunday, September 12 – Surfstown Half Marathon	10 hours
Monday - Friday, October 4-8 – Event Prep: Eversource Hartford Marathon	50+ hours
Saturday, October 9 – Eversource Hartford Marathon	15 hours
<b>Total Field Work: June 4 to October 9 (18 weeks)</b>	<b>166 hours</b>

**Application Process:**

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

**Materials should be sent to:**

Matt Anderson - Vice President, Operations  
Hartford Marathon Foundation  
41 Sequin Dr.  
Glastonbury, CT 06033  
[matt@hartfordmarathon.com](mailto:matt@hartfordmarathon.com)

**Deadline: April 16, 2021**

The position will be filled on or before **May 7, 2021**

For any questions regarding the internship, please contact:  
[matt@hartfordmarathon.com](mailto:matt@hartfordmarathon.com) /// (860) 652-8866 x119