



HARTFORD MARATHON FOUNDATION

INTERNSHIP OPPORTUNITY
Hartford Marathon Foundation
www.hartfordmarathon.com

The Hartford Marathon Foundation (HMF) is seeking a dedicated college student 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 2017 schedule of events. Responsibilities will include, but are not limited to; volunteer management, community outreach, event logistics coordination, set-up and break-down of race equipment, and interaction with participants. Interns will assist on a variety of projects throughout the program.

The Hartford Marathon Foundation is in its 24th year and is recognized as the foremost organizer of running, biking and swimming events in Southern New England. The flagship event is the Eversource Hartford Marathon and Half Marathon, with over 30 other races from March to December. 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 Drive, Glastonbury, Connecticut. "Field Work" at HMF events will take place at various locations throughout Connecticut and the surrounding states.

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 summer/fall 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, any 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:

<u>Date and Nature of Work</u>	<u>Expected Time Commitment</u>
<u>Saturday, May 20 – Event Prep</u>	<u>4 hours</u>
<u>Sunday, May 21 – Mystic Half Marathon & 10K</u>	<u>10 hours</u>
<u>Saturday, June 03 – Event Prep</u>	<u>6 hours</u>
<u>Sunday, June 04 – Amica Iron Horse Half Marathon, 10K & 5K</u>	<u>8 hours</u>
<u>Saturday, June 10 – Event Prep</u>	<u>4 hours</u>
<u>Sunday, June 11 – Shamrock Duathlon & 3.3</u>	<u>8 hours</u>
<u>Saturday, June 17 – Possible 5K Event</u>	<u>7 hours</u>
<u>Sunday, June 12 – Summer Solstice Trail Run</u>	<u>5 hours</u>
<u>Thursday, June 29 – Riverfront Scramble 1</u>	<u>6 hours</u>
<u>Saturday, July 08 – Red Dress Run for Women presented UHC</u>	<u>7 hours</u>
<u>Saturday, July 15 – Event Prep</u>	<u>6 hours</u>
<u>Sunday, July 16 – Litchfield Hills Tri & Du</u>	<u>10 hours</u>
<u>Thursday, July 23 – Achilles CT 5K/10K</u>	<u>5 hours</u>
<u>Thursday, July 27 – Riverfront Scramble 2</u>	<u>6 hours</u>
<u>Saturday, August 05 – Event Prep</u>	<u>6 hours</u>
<u>Sunday, August 06 – Niantic Bay Triathlon</u>	<u>10 hours</u>
<u>Thursday, August 24 – Riverfront Scramble 3</u>	<u>5 hours</u>
<u>Sunday, August 27 – Old Wethersfield 5K/10K</u>	<u>7 hours</u>
<u>Friday, September 08 – Event Prep</u>	<u>6 hours</u>
<u>Saturday, September 09 – Women’s Triathlon</u>	<u>8 hours</u>
<u>Sunday, September 10 – Surftown Half Marathon</u>	<u>10 hours</u>
<u>Saturday, October 14 – Eversource Hartford Marathon and Half Marathon</u>	<u>15 hours</u>
<u>Total Field Work, May 20 to October 14 (21 weeks)</u>	<u>159 hours</u>

Application Process:

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

Materials should be sent to:

Matt Anderson
Director of Operations
Hartford Marathon Foundation
41 Sequin Dr.
Glastonbury, CT 06033
matt@hartfordmarathon.com

Deadline:

March 17, 2017

The positions will be filled on or before May 12, 2017.

For further information regarding the internship, please contact Matt Anderson at matt@hartfordmarathon.com or at (860) 652-8866 x119.