U. S. Figure Skating

Intern, Events

U.S. Figure Skating, the National Governing Body (NGB) for the sport of figure skating, located in Colorado Springs, Colorado, is accepting applications for the position of Manager, Strategic Partnerships. U.S. Figure Skating is a member of the United States Olympic and Paralympic Committee (USOPC) and the International Skating Union (ISU).

U.S. Figure Skating is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, gender, gender identity or expression, sexual orientation, age, disability, or any other status or characteristic protected by law or regulation. We are committed to building and sustaining a diverse team by maintaining hiring and recruiting processes that are free from bias.

Responsibilities Include:
The Events Intern is responsible for the completion of the tasks listed herein. Emphasis will be placed on ability to work in a team environment, balance multiple projects and deadlines, accuracy, timeliness, flexibility, and professionalism.

Description and Responsibilities Include:
- Responsible for understanding and implementing all U.S. Figure Skating rules, policies and protocols as outlined in the U.S. Figure Skating rulebook and agreement to hosts for events assigned.
- Participate in advance event webinars/calls and requisite follow-up to document event operation needs, timelines, and deliverables.
- Assist with event accreditation (management of database, list maintenance) and onsite implementation as needed.
- Assist with volunteer recruitment, scheduling, and training with local skating clubs for appropriate events as needed.
- Support event shipments, financial tracking, and post event reporting.
- Administrative support for synchronized skating events including practice ice sales, management, and ticket sales.

The Intern position will support all aspects of the U.S. Figure Skating Events Department with an emphasis on supporting the advance planning of the competitions listed below:

- 2022-23 National Qualifying Series (mid-July – end of September)
- 2022 Skate America (October 2022)
- 2023 Sectional Singles, U.S. Pairs and U.S. Ice Dance Finals (Nov. 2022)
- 2023 Toyota U.S. Figure Skating Championships (Jan. 2023)
- 2023 U.S. Synchronized Skating Championships (Feb. 2023)
- 2023 ISU Four Continents Figure Skating Championships (Feb. 2023)
- ISU World Synchronized Skating Championships 2023 (April 2023)

Additional responsibilities may include assistance in developing and preparing in-arena entertainment promotions and planning and organizing special events. The successful candidate will be required to work as required including evenings and weekends to support assigned event responsibilities as necessary.
Qualifications:
- Applicant must be pursuing or hold a bachelor’s degree in Sports Management or related field, with proven experience in event management, event operations, or logistics.
- Applicant must be available to travel as required.
- Knowledge of figure skating is preferred but not required.
- Applicant must possess excellent communication and time management skills with a high level of initiative.
- Applicant must demonstrate the ability to build strong relationships with volunteers and employees from all levels of the organization.

Term: Sept. 1, 2022-April 2023

Ideal candidates would be available to start as soon as possible in Colorado Springs, Colorado. Organization is open to remote for candidate located outside of Colorado Springs, Colorado.

Location: Colorado Springs, Colorado (Hybrid) or Remote

U.S. Figure Skating has a flexible work environment. Employees are required to work from the office three days per week; additional temporary remote opportunities exist throughout the year based on the organization’s business operations.

Classification: Non-Exempt Employee; Intern, No Employee Benefits

Reporting Requirement: Reports to Senior Director, Events

Compensation: Commensurate with experience: hourly rate $15.00 - $17.50

Application: Send letter of application and resume to:
Events Department at events@usfigureskating.org.

*Please note telephone calls will NOT be accepted*
Review of resume and applications will begin immediately, and applicants will be accepted until position has been filled.