



Framework Events - Internship Job Description **2022 Event Intern**

Minneapolis, Minnesota / Birmingham, Alabama

Framework Events was founded in 2015 based on the following: We love running events. No one will pursue excellence harder than we do. We have compiled three plus decades of event experience, which gives us the knowledge to take on any challenge.

Our team is constructed of people who share our passion for events and the pursuit of excellence. We have full-time staff and contractors, and are looking to add a dynamic intern to our team who will have the opportunity to gain direct event management experience. Additional details are listed below. For more information on Framework Events, please visit (<http://framework.events>).

Internship Description:

- In this internship, candidate will have the opportunity to support many of the operational components during Framework Events' schedule of events.
- Role reports to Framework Event Directors and Senior Event Managers, and works closely with all FE team members.
- Operations Management duties include:
 - Support of Operations Vendor Procurement and Management, including but not limited to the following areas:
 - Power distribution
 - Connectivity, Wifi, Internet, printers, etc.
 - A/V - Sound, Lighting & Video Boards
 - Fencing & barricades
 - Heavy machinery
 - Stages, Bleachers, Trussing, Operational Tents, Operational Furniture
 - Offices, Mobile Trailers
 - Port-o-lets & Executive restrooms
 - Parking, Traffic, Transportation, Permitting, Road Closures, etc.
 - Signage
 - Radios
 - Support a variety of client/vendor partnerships and relationships at various events
 - Event Layout & Mapping - SketchUp, Sword Venue
 - On-site equipment setup and teardown
 - Management support of Operations Personnel during events



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- Execution support of load in/load out schedules and build timelines
- Credential plan development and management support
- Miscellaneous on-site and advance duties as assigned

- FE Events & Clients:
 - The World Games - July (2022)
 - NoBull CrossFit Games - August (2022)
 - USA Weightlifting (2022)
 - USA Triathlon (2022)
 - NOBULL
 - GORUCK
 - Hay Days - September (2022)
 - Rogue Fitness - Rogue Invitational - October (2022)
 - Additional events & clients

Qualifications:

- College Senior or recent college graduate.
- Resides in or easy commute to Minneapolis, MN or Birmingham, AL
- Experienced and/or seeking experience in event management, sports management, project management, or a related field.
- A passion for events and willingness to understand sports that the candidate may be unfamiliar with.
- Willingness to travel to events.
 - *Dates and duration TBD*
- Strong ability to remain calm while facing difficult and problematic challenges.
- Exceptional work ethic and commitment.
- Excellent communication skills with the desire to collaborate, think creatively, be innovative, and build relationships.
- Strong ability to support multiple projects while remaining detail oriented and organized in a fast-paced environment.
- Ability to work independently and as part of a team. Flexibility and cooperation are important.
- Timeliness and ability to manage dynamic, weekly schedules and meetings.
- Proficiency with relevant technologies. Google Suite, Sketch-Up, etc.
- Ability to lift at least 40 pounds.
- Ability to work long and late hours on event days.

Compensation Package:

- Office hours: Monthly stipend available, estimated 10-20 hours per week



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- Additional stipend for event days
- If accepted by an Intern's school, the position can be used for internship credits.

*Interested parties should send a resume to Danny Rogers and Tyler Polzin via email at
Danny@framework.events & Tyler@framework.events*