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| <b>Job Title</b>  | <i>Event Staff and Accreditation Intern</i>      |
| <b>Reports To</b> | <i>Event Staff and Accreditation Coordinator</i> |

### Job Purpose

We are looking for an enthusiastic event staff and accreditation intern to join our Internal Programs department to assist the Coordinator, Event Staff and Accreditation with the planning, management and execution of event materials, including Nike merchandise, event-issued credentials, vehicle placards, meals/coffee, radios and more. The Event Staff and Accreditation Intern will work with CEM office staff and event staff to ensure that all accreditation needs are being fulfilled.

This position assists with the organization, fulfillment and distribution of event materials, including merchandise and credentials. These materials are distributed to every single individual, that is not a runner or a spectator, that attends the Bank of America Chicago Marathon, including: volunteers, vendors, exhibitors, sponsors, media, security, medical teams and staff. This is a hands-on position that is responsible for strategic planning and the day-to-day accreditation and staffing updates needed to properly prepare for race week execution.

This internship will help you acquire administrative and professional skills and provide you with knowledge of internal coordination practices and processes. Ultimately, you will gain broad experience in various aspects within CEM and should be prepared to enter any fast-paced work environment.

**Part-Time**

**Non-Exempt**

### Duties and Responsibilities

#### *Event Staff Program*

- Responsible for assigning and distributing merchandise, credentials, ID Vests, etc.
- Monitor [evenstaff@cemevent.com](mailto:evenstaff@cemevent.com) email address and provide customer support
- Assist Coordinator, Event Staff and Accreditation with updating almost 2,000 event staff roles in EMOS1 system.
- Support Accounting Manager in administrative duties.

#### *Accreditation Program*

- Support Coordinator, Event Staff and Accreditation with inventory management
- Enter all merchandise, credentials, safety vests into EMOS1 inventory system and create labels for packing projects
- Assist in breaking out over 21,000 pieces of Nike merchandise for CEM Office staff, event staff and volunteers

- Organize and pack over 30,000 credentials for the Bank of America Chicago Marathon
- Coordinate with all areas of the office on their credential, merchandise, safety vests, parking, meals and any other race week needs
- Oversee the pre-event packing and post-event inventory projects for ID Vests and bibs
- Order all meals for pre-race volunteer projects
- Work with operations team to identify staff and vendors that need to provide forklift certifications

#### *Race Week Duties*

- Assist with Race Office set-up (Saturday, October 5)
- Staff the Race Office the week leading up to the Bank of America Chicago Marathon (Sunday, October 6 – Sunday, October 13)
- Manage onsite inventory and distribution of sensitive items, including: over 300 pairs of Nike shoes, high visibility Nike clothing, vehicle access placards and more.

#### *Other Responsibilities*

- Communicate actively with office staff throughout the organization to ensure that all accreditation needs are being met
- Work in collaboration with the operations team to ensure all supplies and materials needed for projects are available and ready for use
- Provide feedback on training, assignments, projects, etc. to manager on a weekly basis
- Additional intern responsibilities include:
  - Attending regular staff meetings
  - Leading designated area on race day
  - Other duties as assigned

### **Qualifications/ Requirements**

- Interacts efficiently and timely with staff
- Exceptional attention to detail
- Strong planning, organizational and follow-up skills
- Must be able to prioritize and work in a busy, fast-paced, deadline-driven environment
- Ability to multi-task
- Excellent people and process management skills
- Proficiency with Microsoft Office
- Desire to be a team player

### **Education/Experience**

- Current enrollment in a related BS or Masters degree
- Familiarity of fulfillment and event material distribution

- Passion for learning how to coordinate, communicate and work collaborative with staff and support CEM events

### Terms of Agreement

- June – November 2019
- Up to 25 hours/week, with occasional weekend events. Attendance at weekend events will be discussed with managers and agreed upon in advance.
- Event Preparation Meeting: Saturday, September 28
- Bank of America Chicago Marathon: Saturday, October 5- Sunday, October 13

### Working Conditions/Physical Requirements

- Moderate walking, standing, prolonged sitting, bending, kneeling, and reaching.
- Work is performed primarily in an office setting
- The employee must occasionally lift and/or move up to 25 pounds

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| <b>Approved by:</b><br><i>Signature &amp; Title</i> |  |
| <b>Date approved:</b>                               |  |
| <b>Employee Acknowledgement:</b>                    |  |

*Updated March 20, 2019*