



TrackTown USA Communications Internships

Winter/Spring 2020

Job Description

Internship Overview

TrackTown USA is a private, non-profit organization dedicated to setting a standard of excellence in the sports of track and field and running by hosting premier events and creating a supportive environment for elite athletic performances. TTUSA will be offering communications internships during the 2020 indoor and outdoor track and field seasons in the following categories:

- Writing/Communication Internship
- Social Media Internship
- Videography/Photography Internship

Interns will be expected to attend all TTUSA events and help with the promotion, set-up, tear down, coverage, and management of those events; as such, applicants must be based in the Eugene area. Interns will also be tasked with projects surrounding a variety of TTUSA initiatives. Interns must have demonstrated social media skills. Please note that the 2020 U.S. Olympic Team Trials – Track & Field is a part of this internship (June 19–28, 2020).

Qualifications

- Experience and expertise with Facebook, Twitter, Instagram, and YouTube.
- Experience with Adobe Programs a plus – Photoshop, Illustrator, InDesign, Premiere Pro.
- Basic photography/videography equipment a plus.
- Basic HTML skills for WordPress and MailChimp a plus.
- Excellent written and oral communication skills.
- Ability to work accurately and effectively on tight deadlines.
- Ability to work independently, to work in a team atmosphere, and to work in a cooperative manner with people from a wide variety of backgrounds.
- Ability to communicate effectively with clear, concise written messages.
- Willingness to work non-traditional hours.
- Passionate about the advancement of the sport of track and field.

WRITING/COMMUNICATION INTERN

Responsibilities

- Intern will play key role in brainstorming and developing written content for website and social media.
- Will take lead role in writing TrackTown Tuesday recaps.
- Be available to assist at all TTUSA events.

SOCIAL MEDIA INTERN

Responsibilities

- Intern will play key role in brainstorming and developing content for website and social media.
- TrackTown Tuesday production assistance (including graphics creation and real-time social coverage).
- Be available to assist at all TTUSA events.

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VIDEOGRAPHY/PHOTOGRAPHY INTERN

Responsibilities

- Intern will play key role in developing video/photo content for website and social media.
- Help in production of TrackTown Tuesdays (including editing of photos and videos).
- Brainstorm and create video/photo content and be able to shoot or acquire the assets needed.
- Be available to assist at all TTUSA events.

Commitment and Internship Duration

Though the hours may vary depending on events and community programming, the student internship is 10-15 hours per week beginning January 27, 2020 and ending on June 28, 2020. In addition to supporting TrackTown USA's programs, these interns will be a part of TrackTown USA's media team at the 2020 Olympic Trials.

Compensation

This is an unpaid internship. If you are a student, class credit may be received depending on your major and requirements. Please visit your student counselor for more details.

Opportunities

This internship will be a tremendous opportunity to work with a professional and experienced staff in a growing organization.

Application deadline

Please e-mail a brief cover letter describing your qualifications for this internship, portfolio of work, and current resume to Jessica Gabriel, Senior Director of Marketing: jessica@gotracktownusa.com.

Deadline for application is Friday, December 6.

Contact

Jessica Gabriel, TrackTown USA
Senior Director of Marketing
jessica@gotracktownusa.com