



The Charlotte Sports Foundation (CSF) is seeking two candidates to fill full time, paid internships for the 2018 season in Charlotte, NC. The internship period is estimated to begin June 1, 2018 and continue through February 1, 2019. Each position will be compensated at the hourly minimum wage. During the course of the internship each intern will be assigned to one of two specific responsibilities: Ticketing and Operations and Sponsorship Support. Each intern will still maintain overlapping responsibilities and will be expected to provide support to all areas of the organization.

The 2018 CSF interns will help execute all CSF related events but not limited to the 2018 Belk College Kickoff Game, 2018 ACC Football Championship Game, and the 2018 Belk Bowl (due to the timing of these games, interested candidates should be prepared to possibly work on holidays). Each intern may be required to stay at one of the team hotels for the duration of the teams' stay for the 2018 Belk Bowl. This may include Christmas Eve and/or Christmas Day. Interns for the Charlotte Sports Foundation may also be asked to assist with other events that are staged by CSF or related entities

Please note that housing is not provided by the Charlotte Sports Foundation. Employee benefits (*e.g.* vacation, leave, disability insurance, health insurance, dental insurance, etc.) are not provided. Candidates must complete an in-person interview if selected for a final interview. Interested candidates can apply to **ONE** of the two intern positions by submitting a completed CSF Internship Application, cover letter, resume, and contact information for three references via email to:

Kristen P. Robinson
Charlotte Sports Foundation
krobinson@charlottesports.org
704-644-4052 (phone)

Candidate cover letters should fully respond to the following questions/requests:

1. Please explain why you are interested in the CSF internship program and which specific intern position you are interested in. Please also include how you feel this internship may benefit you in your future career endeavors.
2. How does your prior work experience and skill set specifically make you the ideal candidate for an internship with the Charlotte Sports Foundation?

All required documents must be received by April 6, 2018. Applicant submissions without all of the required documentation will not be considered. Applicant submissions not received by April 6, 2018 at 5:00pm will not be considered.

All applicants will be contacted with an update of their application status.

Please do not contact the Charlotte Sports Foundation for status updates.



Charlotte Sports Foundation Internship Application
Please attach your resume, cover letter and references.

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital, or veteran status, the presence of a non-job-related medical condition or disability, or other legally protected status.

Date: _____

Name: _____

Address: _____

Phone (Day): _____ (Evening): _____

Email: _____

General Information:

Do you have transportation for work-related errands?

Yes	No
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 Is there anything to prevent you from lifting and moving things?

Yes	No
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If yes, please explain: _____

Do you plan to be employed with another employer during the internship program?

Yes	No
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 Other than a traffic violation, have you ever been convicted of a crime?

Yes	No
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If yes, please explain: _____

Education:

Are you interning for college credit?

Yes	No
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If yes, please provide coordinator contact information: _____

Will you be enrolled for college classes during the Charlotte Sports Foundation internship?

Yes	No
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If yes, how many hours will you be enrolled for? _____

What school will you be attending? _____

What is your current course of study? _____

Please attach your resume, cover letter, contact information for three references, complete and return, no later than April 6, 2018 via email to:

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 Charlotte Sports Foundation
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