

## Facility and Special Events Intern

The Facility and Special Events Intern will work with us in the Sports Venues Event Operations (SVEO) unit, gaining experience in facility and special event management. This would include working with SVEO managers, assisting with managing day to day operations at Pauley Pavilion, Los Angeles Tennis Center (LATC), and Drake Stadium along with event management in each of these venues. They will support in event planning from start to finish including participating in meetings, creating production schedules/diagrams as well as any event day of assistance and post-event billing. They will work with and build a relationship with campus and off campus partners on event needs.

### Job Qualifications

#### *Required*

- Be at least 18 years of age
- Some facility management and event management experience
- Have First Aid/CPR certifications (by first day of employment)
- Submit to criminal background check
- Experience working in recreation department and/or related field
- Interest in working and gaining experience within NCAA athletics facilities
- Possess effective interpersonal skills and a strong desire to learn
- Be willing to work variable and extended hours
- Be legally allowed to work in the United States

#### *Preferred*

- Adaptable and self-motivated
- Fast learner and very hands on
- Experience with small and/or large-scale events logistics and operations
- EMS event management system experience

### Job Expectations

- We will be hosting large scale events during the summer that will require assistance in the planning and execution of the event. Some potential events include: UCLA Commencement Ceremonies, International Soccer Trainings, Grand Slam Track – Professional Track and Field League, etc.
- Assist and/or lead small to medium scale events in relation to track meets, athletic camps, and other department, student and outside client related events.
- Participate in walk throughs of facilities, ensuring all facilities are in optimal working order making them safe and playable. Reporting any issues and assist in solving said issues.
- Help with supervision of student staff during their shifts for general maintenance of facilities and event set-ups and take downs.
- Manage our reservations email.
- Daily EMS (event software) tasks/ projects.
- Annual inventory projects.



**Pay Rate**

Each intern will be paid \$400/biweekly, plus a full University Housing and Dining plan (the housing and meal package is estimated at \$4,150 and is treated as taxable income by the IRS).

**Apply and Contact:**

To apply, please complete the application found at [www.recreation.ucla.edu/summerinternships](http://www.recreation.ucla.edu/summerinternships).

Please direct any questions about this position to Edgar Torres at [etorres@recreation.ucla.edu](mailto:etorres@recreation.ucla.edu).

