

RipRoar Events | Des Moines, Iowa

Summer 2023 Event Production Internship

Start Date: May 2023 **End Date:** August 20, 2023

Application Deadline: Rolling.

Pay: \$4,600 Summer (paid as W-2)

Based out of Des Moines' East Village, The RipRoar team is driven, creative, and at the top of our game. We're looking to add passionate and optimistic people to our team starting with a summer internship with the opportunity of working together for many years to come.

What We Do:

RipRoar Events is the largest endurance event production company in the state of Iowa. Throughout the journey of each event, we have our hands in nearly every aspect of production from start to finish.

RipRoar's event portfolio includes:

- EMC DAM to DSM 20K
- The Des Moines Women's Half Marathon + 5k
- The Des Moines Turkey Trot
- RipRoar Youth Triathlon Series
- Girls on the Run Spring + Fall 5K
- Fresh 15 (Tyler, Texas)
- Heroes Run (Shreveport, Louisiana)

In addition to producing iconic endurance events the RipRoar team manages, brands, and builds unique experiences for third party clients including:

- SnowGlobe at Exile
- The Bravo Gala
- Capital City Pride
- The Elevate Festival
- The WellPower Campaign for Above + Beyond Cancer

How We Do It:

The best events are often produced by the best teams. Therefore we value, above all else, building a race staff that is hard-working, efficient, dependable, respectful and (most importantly) fun to be around. We challenge our team to "work ahead" at our events by thinking of the bigger picture, and working quickly. Being a part of "Team RipRoar" comes with lasting and meaningful friendships, countless hours spent in sunshine, and the opportunity to be a part of events that make an impact.

Who You Are:

You are looking for an internship that is more than just a line on a resume or a summer job.

You are interested in "Event Management + Production" and are wise enough to know that this means a lot of behind the scenes, often thankless, work.

You're an organized, self-starter that isn't afraid to get your hands dirty, if it means making event weekend run smoothly.

You're looking for an internship that challenges you to learn, grow, persist, and occasionally, get dirty. You know (or are willing to learn) that some of the strongest bonds to others are formed when you do something difficult together. You are the type of person we'd want to be on a road trip with.

You are easy-going, hard-working, problem-solving, and ready to "give up" some of your summer weekends in exchange for the rush of doing something epic, meaningful, and empowering.

You're reading this and thinking, "this sounds perfect." If that's you, then we think you're perfect too and can't wait to hear from you.

How Your Time Will Be Spent:

Our summer internship is divided into two parts: Time spent working in the office on a regular Monday-Friday 9am-5pm schedule and time spent working at events (typically on weekends). Staff are given time off from the office following each event weekend.

In the Office : Time spent in our downtown Des Moines office are filled with planning, promoting, communicating, creating, designing, revising, and finalizing details for our crazy calendar of events. This is an especially great opportunity for students interested in Entrepreneurship or small business. RipRoar, though well-established, still maintains a the drive and willingness to change of a start-up. We are constantly building out new directions for our business, and throughout your internship you will have the ability to both see and create these see opportunities.

Office hours are typically 9 a.m. - 5 p.m but vary based on event weekends.

At Events: Summer is high-season for events in Iowa; as such we spend a lot of time at our events. On these day you will be outside building, branding, educating, encouraging, monitoring, moving, and high-fiving. You will work long hours in heat, rain, darkness, and sometimes (what we wish for) beautiful weather. These days are the culmination of all our office work, and while they might be challenging, they are some of the most memorable work days you'll ever have.

Requirements:

You **must** be able to commute to downtown Des Moines for each office day.

You **must** have availability to be at the majority of our events during your internship - list provided below. (please note, any travel to and from events as well as all lodging + food while at events will be covered by RipRoar Events). Availability for the EMC DAM to DSM is a required.

You **must** have your own laptop that you feel comfortable using while in the office to create, design, communicate, and distribute information.

You **must** not have previous arrests or convictions that pertain to interacting with youth.

Other skillsets that are highly valued in this role are:

Fluency in Microsoft Excel as well as Google docs, sheets, and drive.

Ability to politely but effective communicate both in writing and verbally.

Ability to use social media including knowledge of how to write effective copy and/or video editing.

Any additional knowledge or skills related to construction, welding, painting, towing, or mechanics.

Pay + Perks:

Unlike many internships within "Sports and Event Management" we offer competitive pay to our interns. We do this because we know that many of the hard-working and resourceful applicants that we're looking for need to make money during the summer months to help offset the costs of college and everyday life. Paying a fair wage helps us to recruit an incredible team to work alongside while also reward the hard work and high expectations we have for every team member.

Summer pay: \$4,600.00

Because of the varying time requirements throughout the summer, our internship pay is determined based on a summer of work and will be paid every two weeks throughout the summer. Intern pay is determined based on time spent in the office as well as at events, excluding time spent traveling.

Further Opportunities:

There is a common question in our industry: "You have a dream job– how did you get it?" Almost everyone in the event production industry starts as a volunteer or intern, which suggests that should this be the path for you, there is no better place to start than right here. We have a wide network for further paid opportunities during and following your internship all over the country. This 'job' is unique. This job is mobile, and one that we promise is filled with adventure and friendship.

Application Details:

If this sounds like the perfect experience, we'd love to hear from you. Interested applicants should submit their application as soon as possible to Michael Zimmerman. We will review applicants as they come in and will close this opportunity once we've found the right fit.

Please be sure to include:

- A **Unique** Cover Letter (see below)
- Less Important: Resume. Don't spend too much time here. We're mostly concerned with above.

All applications must contain a **cover letter, resume** for consideration. We do not want 'traditional templates' for your cover letter, so please save yourself a search on "glass door". Instead, cut the formalities and please write us a letter that shows who you are, why you're a positive person to be around, and why this internship is the right step towards where you want to be. If there's anything else we should know about you, throw it in.

Required Race Dates:

Below is a list of all our event dates that interns are expected to attend. If you have a conflict with one of the events below (outside of EMC DAM to DSM) please still apply and make note of this conflict. If you believe you'll be unavailable for multiple events, this is likely not the right time to apply.

May 4 - May 7: Des Moines Women's Half Marathon
May 19 - May 20: Girls On The Run Spring 5K
May 31 - June 3: EMC DAM to DSM
June 8 + June 11: Capital City Pride Festival
June 15 - June 17: RipRoar Cedar Rapids
June 22 - 24: RipRoar Des Moines
July 6 - July 9: RipRoar West Des Moines/ Flatlands
July 20 - July 22: RipRoar Omaha
July 23 - July 28: RAGBRAI (Not yet confirmed)
August 17 - August 19: RipRoar Championships - Johnston
August 20: Elevate Festival