



**RipRoar Events | Des Moines, Iowa**

**Spring / Summer 2024 Graphic Design + Event Production Internship**

**Start Date:** Immediately **End Date:** August 17, 2024

**Application Deadline:** Rolling.

**Pay:** \$10-12 per hour Spring (10-14 hours per week) 4,600 Summer (paid as W-2).

Based out of Des Moines' East Village, our 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 spring/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 Half Marathon - June 1st
- The Des Moines Women's Half Marathon, 10K, 5k + Team Relay - May 4th + 5th
- The Des Moines Turkey Trot - Thanksgiving Day, November 28th
- RipRoar Youth Triathlon Series - April 21st, June 8th, June 29th, July 14th, July 27th, August 17th
- Girls on the Run Spring + Fall 5K - May 19th

**How We Do It:**

Our approach to events (and work in general) is anything but traditional. We know that the power to move our brand forward lies in cultivating creativity + inspiring those who stand on our starting lines. We do this by working in an open, relaxed, and often sun-soaked environment. We value caffeinated creative sessions in the office and a well-rounded, hard-working, stop-at-nothing staff at our events.

**Who You Are:**

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

You know that work can be so much more than a job, and you're willing to invest the hours necessary to make this a reality. You care about the environment you work in and the people you work with.

You are a creator, innovator, big dreamer, that can help us use simple tools to build out grandiose ideas. You know that through countless tiny touch points you can make a seamless experience that moves people.

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. For the Spring, we will work with your current school schedule to find hours that work in the office.

**At Events:** As the largest endurance event company in Iowa, we spend a lot of time at our events. On these days 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.

**In the Office :** Your role in the office will be design focused. You will leave this internship with a massive portfolio of content consisting of physical products ranging from wearable items to large scale printed pieces of branding to digital content in the form of social media and email campaigns with hundreds of thousands of impressions.

Your role is to create and develop designs that are true to each specific event and audience. You will be responsible for a visual experience that will be seen and shared on social media + an important component to in-person events.

- With assistance from our Creative Director you will, design race swag, clothing, environmental branding, social media/digital graphics, print, packaging - large and small scale.
- Present ideas and communicate work clearly and confidently with team members. You will create, share and develop ideas on your own and in a small group.
- Develop an annual social media + email marketing calendar for each event (Facebook, Instagram, Mailchimp, RunSign Up.)
- Develop ideas and design graphics for multiple social media platforms.
- Meet deadlines internally for designs + ordering dates with suppliers.
- You will work with suppliers, both domestic and international, to create, order and accept necessary products for events

**Requirements:**

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

You **must** have availability to be at all 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).

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

You **must** be fluent in Adobe Photoshop, Illustrator and / or InDesign.

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

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**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 to 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 Cassidy Ringena ([cassidy@riproarevents.com](mailto:cassidy@riproarevents.com)). 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:

- Most Important: 2-3 Page Portfolio of Work
- Also Important: A **Unique** Cover Letter (see below)
- Least Important: Resume. Don't spent too much time here. We're mostly concerned with above.

All applications must contain a **cover letter, resume, and portfolio** 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:**

The list of events below are required race dates that cannot be missed throughout internship. If you know of an extended period of time you will be unavailable to work between May and August please highlight this as part of your application. Otherwise, it will be assumed that you will make yourself available for the Summer event schedule that is below.

In order of when they occur :

**May 3rd + 5th** : Des Moines Women's Race

**May 18th + 19th** : Girls on the Run

**May 29th - June 1st** : EMC DAM to DSM Half Marathon

**June 7th - 9th** : RipRoar Kid's Triathlon - Omaha

**June 21st - 23rd** : Above + Beyond Cancer 'A Ride in the Park' / Cajun Fest

**June 27th - 29th** : RipRoar Kid's Triathlon - Des Moines

**July 10th -14th** : Youth and Junior National Championships (RipRoar Triathlon) - West Des Moines

**\*July 25th - 27th** : Pending - RipRoar Kid's Triathlon

**August 15th - 17th** : RipRoar Kid's Triathlon - Johnston