



Nashville Superspeedway

JOB TITLE: **Administrative Business Intern** (*multiple positions available*)
DIVISION: **Administration**
LOCATION: **Nashville Metro (Lebanon, TN)**

Nashville Superspeedway, an elite venue within the Speedway Motorsports portfolio, is seeking current college students who are looking to gain internship experience working within the sports and entertainment industry.

Learning Experience

Interns will learn and be exposed to:

- The financial and accounting processes of a major event venue
- Detailed and hands on operations of a Business Office
- Business, social etiquettes and techniques to develop and enhance business communication skills
- Interaction and engagement with professions through verbal and non-verbal communications and networking to build trust
- Positive team building and teamwork behaviors
- Exposure to tracking, scanning and entering of purchase orders, expense reports, filing of contracts, certificates of insurance and other pertinent documents
- Participate in performing special projects within the Business Office
- Assist in request and obtain necessary paperwork from on-site vendors during race weekend
- Assist with credentialing procedures during race weekend
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and managing office supplies
- Communication with guests track and race fans while helping to manage email and phone inquiries and requests
- Opportunity to work closely with the Executive office of the President and Senior Staff

Basic Qualifications:

- Ability to work well as a good teammate and individually as needed
- Strong communication skills
- Ability to take direction
- Ability to work irregular hours including nights and weekends as needed

Interns will have the ability to play an integral, hands-on role in the growth and enhancement of the Nashville Superspeedway brand in preparation for its annual NASCAR Cup, Xfinity and Truck Series races every June and throughout the year.

The internship is available in exchange for class credit. Interested persons should email resume and letter of interest to: internships@nashvillesuperspeedway.com with the subject line "Administrative Business Intern."