



## **SUMMARY**

U.S. Figure Skating is seeking an intern to fill an eight-month opportunity as an assistant to the IJS (International Judging System) Technology Specialist for U.S. Figure Skating. This internship will ideally be from June 1, 2018 – January 31st, 2019. U.S. Figure Skating will consider alternate dates to support applicant's schooling/work situation. The position will report to the IJS Technology Specialist and be primarily tasked with the maintenance of U.S. Figure Skating's judging system equipment, managing the IJS Equipment Rental Program and other competition related IJS and AV tasks.

## **ESSENTIAL JOB FUNCTIONS:**

1. Check-in, test and maintain U.S. Figure Skating competition and scoring equipment.
2. Receive, coordinate and schedule rental equipment requests (from member clubs) using the U.S. Figure Skating online rental site.
3. Assist the IJS Technology Specialist with testing updates to the calculation software and equipment.
4. Assist the IJS Technology Specialist with shipment planning and equipment preparation for competitions.

## **EVENT SUPPORT**

This internship may provide the opportunity to support the following events:

**2018 Skate America, Everett, Wash., Oct. 19-21, 2018** and,

**2019 U.S. Figure Skating Championships, Detroit, Mich., January 19-27, 2019**

- Travel to and provide AV and desktop level IT support at these events.
- Assist with the preparation and oversee the setup and onsite operation of the U.S. Figure Skating accreditation system at Skate America and the U.S. Figure Skating Championships.

## **REQUIRED SKILLS & EXPERIENCE**

- Experience working with professional-grade AV equipment including:
  - HD Video camera setup and operation, HD video capture and associated technologies, LCD projector setup and configuration.
  - Pro Audio equipment setup and operation (PA systems, microphones, mixer boards, intercom systems, etc...). Audio engineering knowledge is a plus.
- Make minor repairs of electronic equipment including soldering skills and cable termination.
- Desktop-level IT support skills including:
  - Possess a "Power User" level of skill and knowledge on Windows 7 and Windows 10 and knowledgeable with TCP/IP and Ethernet networking technologies. A+ and Network + certification or higher a plus.
  - Working knowledge of Windows-based printers, driver installation, maintenance and troubleshooting.
  - Proficient with Microsoft Office products including Word, Excel, and Outlook. Some familiarity with MS Access, Visio and the Adobe Production suite a plus.
- Solid communication and people skills a must

## **JOB CONDITIONS**

- Minimum of 20 hours/week during standard office hours, Monday-Friday (8:00 a.m. – 4:30 p.m.)
- Flexible scheduling is permitted to allow for school schedule
- A monthly stipend will be provided.

## **JOB LOCATION**

U.S. Figure Skating  
20 First Street  
Colorado Springs, CO 80906

## **JOB POSTING CONTACT**

Please email your letter of interest and resume (No phone calls) to:

Robert Keene, IJS Technology Specialist

Email: [rkeene@usfigureskating.org](mailto:rkeene@usfigureskating.org)