



Do you have a passion for motorsports? Would you like to play a role in shaping grassroots racing in not only the southeast, but all across the nation? Fastrak Companies International is looking to help foster the next generation of leaders in the industry. Our new Internship Program encompasses all areas of grassroots racing as we continue to grow our brand beyond our current regions. The founder of Fastrak started Pro Late Model racing in America in 2004. The class was founded to make racing more affordable, by controlling one of the most expensive components, the engine. Since its inception, Fastrak has grown into two regional touring series, the Southeast and Mid-Ohio Valley. Fastrak also spawned the Ultimate Super Late Model Series, which is the premier regional Super Late Model series in the Southeast. Ultimate has grown to include the Battle of the Bluegrass, Mid-Ohio Valley and Northeast touring regions.

Now it's your turn to join the Fastrak team and gain valuable experience in the motorsports industry at the grassroots level. You'll have the opportunity to learn from individuals with years of experience and pioneers of the sport. We are currently looking for interns for the following positions:

- Public Relations
- Office Management
- Business Management
- Executive Assistant
- Race Directing
- Officials
- Technical Inspection – Pre/Post Race
- Registration/Scoring

If you are interested in a future in motorsports, there is no better place to start than with Fastrak Companies International. You will find what we are looking for in candidates for these positions attached. Please send your resume and portfolio of work (If applicable) to DJ Irvine, General Manager, at [dj@fastrakracing.com](mailto:dj@fastrakracing.com).



### **Public Relations Internship**

This position will work alongside the Public Relations Director. The goal is to give the intern applicable experience in Public Relations in a racing series and sanctioning body. Please submit writing samples along with resume.

- Writing of press releases including the promotion of upcoming events, series announcements, race results, sponsorship announcements, etc
- Managing social media outlets such as Facebook and Twitter
- Content creation
- Analytics of website and social media outlets
- Search engine optimization
- Must be willing to travel with various series to events (majority of weekends)
- Strong oral and written communication skills
- Ability to meet tight deadlines
- Ability to work in a fast paced environment
- A willingness to learn
- Photography and video editing a plus
- You may even have the chance to announce an event
- A genuine interest in motorsports

### **Office Management Internship**

This position will work alongside the Office Manager. The goal is to give the intern applicable experience in an office manager role.

- Handle incoming calls
- Process reports after each event
- Maintain database of drivers, sponsors, etc.
- Prepare paperwork before each event
- Sort incoming mail
- Filing of members, tracks, contracts, etc.
- Sponsorship fulfillment
- Assist in day to day operations
- Attention to detail
- Ability to multitask
- Ability to work in fast paced environment
- Willingness to learn
- A genuine interest in motorsports



#### **Business Management Internship**

This position will work alongside the General Manager. The goal is to give the intern applicable experience in the operations of a racing series and sanctioning body.

- Generate Profit/Loss reports
- Generate projections
- Assist with financial reports
- Assist with developing strategies for growth
- Assist in day to day operations
- Work closely with all departments to ensure strategies are implemented
- Assist in day to day operations
- Attention to detail
- Ability to multitask
- Ability to work in a fast paced environment
- Willingness to learn

#### **Executive Assistant Internship**

This position will work alongside the President/CEO. The goal is to give the intern experience in an executive assistant role.

- Schedule meetings and appointments
- Handle incoming phone calls to Executive
- Complete necessary paperwork
- Filing of paperwork and pertinent contracts
- Assist in day to day operations
- Work closely with Office Management
- Attention to detail
- Ability to multitask
- Ability to work in a fast paced environment
- Willingness to learn



### **Race Director Internship**

This position will work alongside the Race Director during race day. The goal is to give the intern experience in race directing an event.

- Manage crew of officials on race day
- Budget expenses for race event
- Conduct pre-race drivers meeting
- Communicate with drivers through Raceceiver while on track
- Communicate with officials during event
- Coordinate with Track officials to ensure event flow
- Attention to detail
- Ability to multitask
- Ability to work in a fast paced environment
- Ability to make split-second decisions
- Willing to learn
- Must be willing to travel to race events
- Genuine interest in motorsports
- Previous motorsports experience a plus

### **Race Official Internship**

This position will work alongside the Race Officials during race day. The goal is to give the intern experience in race officiating.

- Assist with loading and unloading of Series trailer
- Ensure that radios and transponders are charged and functional
- Place sponsorship banners around speedway
- Assist with pre-race technical inspection (body measurements)
- Line up cars for hot laps, qualifying, heat races, feature
- Responsible as a spotter for Race Director when cars are on track
- Clean up of debris on track
- Attention to detail
- Ability to work in a fast paced environment
- Ability to make split-second decisions
- Ability to multitask
- Willingness to learn
- Must be willing to travel to race events
- Genuine interest in motorsports
- Previous motorsports experience a plus



#### **Technical Inspections Internship**

This position will work alongside the Technical Director during race day. The goal is to give the intern experience in Technical Inspection on race day.

- Check all series seals on engines to determine legality
- Assist with all pre-race inspection
- Assist with post race inspection
- Take tire samples from fast qualifier and race winner
- Attention to detail
- Ability to multitask
- Ability to work in a fast paced environment
- Willingness to learn
- Must be willing to travel to race events
- Previous experience with 604 engine required

#### **Registration/Scoring Internship**

This position will work alongside Registration/Scoring official during race day. The goal is to give the intern experience in race registration as well as timing and scoring.

- Good computer skills
- Assist with registration
- Assist with filing of race day paperwork
- Manage transponders and ensure all are returned
- Operate timing/scoring during event
- Prepare lineups for hot laps, qualifying, heat races, features
- Assist Race Director in lineups under caution
- Attention to detail
- Ability to multitask
- Ability to work in a fast paced environment
- Willingness to learn
- Must be willing to travel to race events
- Previous experience in motorsports a plus