

# Badlands Big Sticks

## Full-Time Internships - 2018



While the following internship descriptions will be the main focus of each position, interns will have the opportunity to rotate through the different departments in order to gain a well-rounded sport management experience.

### General Internship Information:

- Internship will run from mid-May to mid-August 2018 (flexible with school schedules)
- Interns will be paid a stipend for the summer
- Free housing in the Dickinson area can be provided
- Preference given to current college students pursuing internship for academic credit
- Attendance required at all 32 Dickinson home games and special events as needed
- Additional office hours will be required on non-game days as needed
- Required to maintain challenging schedule, up to 60+ hours per week at times during homestands
- All interns will be required to help out in all areas of team operations as needed

**To Apply:** email cover letter and resume to [daphne@badlandsbigsticks.com](mailto:daphne@badlandsbigsticks.com), and please specify which internship position you are interested in

## **Ticketing Intern – 1 position available**

### Game day responsibilities

- Manage box office and part-time ticketing staff
- Administer will-call and keep pre-printed tickets organized for pick-up
- Produce nightly attendance count for promotional use
- Prepare and inventory party deck wristbands for each game
- Assist in all pre-game set-up and post-game clean up operations as needed

### General responsibilities

- Fill ticket orders for single games, season tickets, group tickets, and party deck reservations via phone, email, or in person
- Must become proficient with online ticketing system and equipment
- Must become knowledgeable about all ticket prices, packages, and promotions
- Maintain box office organization in order to fill orders efficiently
- Compile ticket sales reports for use by management
- Communicate with concessions personnel on estimated attendance, including party deck numbers for planning purposes
- Help deliver tickets to season ticket holders and corporate sponsors throughout the Dickinson area
- Help generate new and creative ideas for sales and promotions
- Assist in all aspects of team operations and other duties as assigned by management

### Skills & Experience required

- Excellent communication and customer service skills required
- Excellent time management and organizational skills required
- Previous ticketing experience a plus

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## **Marketing & Promotions Intern – 1 position available**

### Game-Day Responsibilities

- Serve as in-game host while conducting promotions on field and in the stands
- Assist with coordinating aspects of promotional schedule including giveaways and theme nights
- Assist with coordinating pre-game on-field activities including national anthem, local little league team, ceremonial first pitch, play ball kid
- Assist with writing game script for use by PA announcer and in-game promotions
- Make sure all props and promotional supplies are ready for each game and properly stored after each game
- Assist in all pre-game set-up and post-game clean up operations as needed

### General Responsibilities

- Continually brainstorm new and exciting in-game promotions corresponding with promotional schedule and theme nights
- Assist in making sure sponsored promotions are meeting the needs of their contract
- Attend mascot and player appearances in the community
- Assist in managing team social media accounts
- Assist in all aspects of team operations and other duties as assigned by management

### Skills & Experience Required

- Engaging and outgoing personality when recruiting participants for in-game promotions and during community appearances
- Comfortable speaking in front of large crowds on microphone
- Excellent communication skills while interacting with fans and coordinating promotions with PA announcer
- Excellent time management and organizational skills required

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## **Concession Operations Intern – 2 positions available**

### Game Day Responsibilities

- Manage set up of all concession and party deck areas
- Assist with concessions food prep
- Supervise service of party deck areas and assist in running food between concession stands and party deck areas during game
- Set-up post-game meal for players in party deck area after game
- Manage tear-down and clean-up of all concession and party deck areas

### General Responsibilities

- Monitor food and beverage inventory and assist with ordering and receiving
- Communicate with Ticketing Intern on estimated attendance, including party deck numbers for planning purposes
- Maintain organization and cleanliness of concession areas
- Assist in brainstorming new and creative concession specials corresponding to the promotional schedule or theme nights
- Assist in all aspects of team operations and other duties as assigned by management

### Skills & Experience Required

- Excellent customer service skills and communication skills required
- Excellent organizational and time management skills to make sure concession areas are prepped efficiently before games
- Previous food service experience preferred

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## **Stadium Operations Internship – 2 positions available**

### Game-Day Responsibilities

- Manage set-up and operations of merchandise stand, fan services, and kid zone
- Regularly check in with part time staff in each area
- Prepare game-day info sheet for staff use
- Assist with concessions and on-field promotions as needed
- Assist with team laundry as needed
- Lead post-game clean-up and tear-down operations

### General Responsibilities

- Maintain overall organization and cleanliness of ballpark
- Monitor merchandise inventory and online store
- Assist with scheduling and management of part-time staff
- Assist with planning and management of pre-game events and special events at the ball park
- Help generate new and creative ideas for sales and promotions
- Assist in all aspects of team operations and other duties as assigned by management

### Skills & Experience Required

- Excellent communication and customer service skills
- Excellent time management and organizational skills

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## **PR/Media Intern – 1 position available**

### Game Day Responsibilities

- Produce daily stat sheets and rosters for media use and fan handouts
- Write and distribute nightly game recaps
- Update team social media accounts throughout the game
- Manage set-up and preparation of press box for each game
- Assist press box personnel as needed (PA announcer, scorekeeper, radio broadcaster, etc.)
- Assist with webcast needs and camera set-up
- Assist with all pre-game set-up and post-game clean up operations as needed

### General Responsibilities

- Assist with website/Pointstreak updates
- Write and publish all press releases and feature stories
- Assist with creating promotional videos and press releases for website and social media
- Maintain press box organization and cleanliness
- Assist in all aspects of team operations and other duties as assigned by management

### Skills & Experience Required

- Excellent writing skills and ability to meet deadlines
- Strong knowledge of baseball/ability to write game recaps
- Website design and editing skills a plus

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