SPORTS INTERNSHIP OPPORTUNITIES



Janesville Jets, North American Hockey League

Half Season & Full Season

The Janesville Jets Hockey Club, recipients of the NAHL’s 2015 Organization of the Year Award, are looking for motivated, passionate interns to assist with operations during the 2016-2017 season. Jets internships are full-time and allow students the opportunity to gain valuable work experience within a sports organization through hands-on experience. A successful applicant will demonstrate strong organizational skills along with initiative, resourcefulness, and an ability to collaborate with team members for the achievement of team goals.

**Account Executive Internship**

* Responsibilities
	+ Maintain ticket sales files
	+ Data entry
	+ Perform 40-75 outgoing phone calls a day
	+ Sell group tickets and ticket packages
	+ Answer inbound calls
	+ Assist with ticketing during home games
	+ Provide customer service
	+ Serve as Jets liaison at community events
	+ Monday-Friday 9-5; all home games
* Qualifications
	+ Enrolled in undergraduate program, school credit available in accordance with school and program qualifications
	+ Exceptional customer service skills
	+ Self-starter and highly motivated
	+ General knowledge of Microsoft Office and Google Documents
	+ Effective and engaging communicator
* Compensation
	+ 7% commission on all ticket sales
	+ Housing provided

**Graphic Design Internship**

* Responsibilities
	+ Development of print and digital collateral
	+ Assist in creating handouts, fliers, promo graphics, etc.
	+ Assist in maintenance of team website and social media accounts
	+ Assist in creating promotional videos
	+ Assist with digital proof of performance for sponsors
	+ Serve as Jets liaison at community events
	+ Monday-Friday 9-5; all home games
* Qualifications
	+ Enrolled in undergraduate program, school credit available in accordance with school and program qualifications
	+ Strong knowledge of Photoshop and Adobe InDesign
	+ Strong knowledge of Microsoft Office and Google Documents
	+ Preferred knowledge of video editing software
	+ Creative mind to consistently find opportunities to create content
	+ Self-starter and highly motivated
	+ Effective and engaging communicator
* Compensation
	+ 7% commission on all ticket sales
	+ Housing provided

To apply for either internship, please send cover letter and resume to **mason@janesvillejets.com**

Mason Lyttle

Director of Business Operations

608-352-7488

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