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**](mailto:mason@janesvillejets.com)

Mason Lyttle

Director of Business Operations

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