### Marketing & Operations Intern Summer 2015

**Brief Synopsis of Job:** An entry-level position providing hands-on experience in collegiate baseball operation and marketing department. Must be a current student (undergraduate or graduate), eligible to receive college credit for internship. Requires ability to work flexible schedule, including nights and weekends. Comfortable interacting with all levels within the organization as well as outside contacts. Strong time management and attention to details. This is a non-paid, for credit position.

**Reports to:** Assistant General Manager & Operations Manager

**Responsibilities:** Game day duties include: rotating between the field/stadium operations and maintenance, security, ushering, parking, clubhouse manager, concessions and decks, on-field promotions, distributing giveaways at stadium entrance, merchandise store, program sales, fan assistance, mascot handler, and kids zone. Create game production schedules and game scripts. Coordinate all pre-game activities (National Anthems, First Pitches, etc.), on-field promotions, and group outing set up. Be a liason for home and visiting team, umpires, and special guest. Maintain facility and equipment as well as needs and equipment for both teams, umpires, and special guest. Prepare game day promotions and giveaways. Will assist with the set-up and clean-up of all events held at Kapco Park. May be required to work non-Chinooks events held at Kapco Park. Assist with fulfillment of sponsor contracts. Assist with distribution of marketing materials throughout community. Will be required to attend player/mascot/organization appearances in the community. Research new marketing techniques and promotional ideas. Will be required to work office/stadium hours on non-game days. Assist others within the organization when needed. All other duties as assigned.

**Performance Standards:**
- Quality and accuracy of work
- Completion of assigned tasks on schedule
- Attendance
- Cooperation, responsiveness, dependability and proper attitude in dealing with others including co-workers and customers
- Conformance to company personnel, safety, quality and housekeeping policies, procedures and practices
- Effective written and verbal communication skills

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Approved by: ___________________________  Approved by: ___________________________
Title: General Manager – Lakeshore Chinooks  Title: Human Resources
Date: ___________________________  Date: ___________________________