



GROUP SALES & EVENT PLANNING INTERNSHIP

START DATE/COMPLETION DATE:

Part-time: April 2018

Full-time: May to Mid-September 2018

RESPONSIBILITIES:

- Assist in the day-to-day operations of the group sales and ticket departments.
- Assist in operations with Hospitality Decks, picnics and other stadium events.
- Provide exceptional customer service.
- Assist in taking group ticket orders/ bookings.
- Assist with stadium set up and clean up for group related events.
- Learning, operating and troubleshooting RedHawks ticket sales system.
- Assist in hiring game-day staff for outside events.
- Assist in making schedule for game-day staff.
- Assist in other areas when needed.
- Assist in managing Hospitality Decks and picnics on game-days.
- Work closely with Director of Food and Beverage on food orders for group clients.
- Assist in concession stands on game days when needed.
- Assist in Hospitality Suite level when needed.

QUALIFICATIONS:

- Ability to function in fast-paced environment, handle multiple projects, meet deadlines, demonstrate excellent follow-through, and have an understanding of appropriate business etiquette.
- Ability to work in a team setting and also independently while maintaining a positive attitude.
- Must be willing to work extended hours
- Strong verbal and written communications skills, well-organized and strong computer knowledge.
- Must complete internship through entire RedHawks home schedule, regardless of how many hours required by college for credit

COMPENSATION:

- Monthly Salary and other incentives
- School credit (if needed)

HOW TO APPLY:

Mail or e-mail cover letter, resume and three references to:

Cole Milberger
Director of Group Sales- Fargo-Moorhead RedHawks
1515 15th Ave. N.
Fargo, ND 58102
cmilberger@fmredhawks.com

Application Deadline: January 31, 2018 or until positions are filled.