



## HOSPITALITY/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 concession stands.
- Assist in operations with Suite Level Hospitality
- Assist in operations with Hospitality Decks
- Provide exceptional customer service.
- Assist in ordering product for home stands.
- Learning, operating and troubleshooting RedHawks register sales system.
- Assist in hiring game-day staff.
- Assist in making schedule for game-day staff.
- Keeping concession stands organized and customer friendly.
- Assist in other areas when needed
- Assist in setting up/managing picnics on game-days
- Work closely with Director of Food and Beverage on inventory, re-orders, month end financials, etc.

### 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:

Derek Wang  
Director of Food & Beverage - Fargo-Moorhead RedHawks  
1515 15<sup>th</sup> Ave. N.  
Fargo, ND 58102  
[dwang@fmredhawks.com](mailto:dwang@fmredhawks.com)

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