



MERCHANDISING-MARKETING 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 RedHawks Team Store.
- Provide exceptional customer service.
- Assist with phone and mail orders.
- Learning, operating and troubleshooting RedHawks Team Store computer point of sales system.
- Process daily audits of merchandise sales, balancing all monetary transactions.
- Opening and Closing of the Team Store.
- Keeping shop organized and shopper friendly.
- Assist with store layouts.
- Manage the hiring/scheduling Team Store staff on game nights.
- Work closely with Director of Merchandise on inventory, re-orders, month-end financials, and general merchandising issues.
- Maintain the Team Store Facebook and Instagram accounts.
- Assist in other areas during home games when not helping with Team Store.
- Assist with general office duties
- Learning, operating and troubleshooting various aspects of the RedHawks ticket office operations, as well as understanding all ticket packages
- Assist in taking ticket orders by phone and other ticket/group related business.
- Assist with Mascot/Player appearances and other community events throughout summer
- Assist with maintaining/updating our mascot's social media platforms (Facebook, Twitter, etc.) daily.

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.
- Retail experience strongly preferred.

COMPENSATION:

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

HOW TO APPLY:

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

Karl Hoium

Director of Promotions - Fargo-Moorhead RedHawks

1515 15th Ave. N.

Fargo, ND 58102

khoium@fmredhawks.com

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