



## STADIUM OPERATIONS INTERNSHIP

### START DATE/COMPLETION DATE:

Part-time: March 2018

Full-time: April to September 2018

### RESPONSIBILITIES:

- Assist in the day-to-day operations of Newman Outdoor Field.
- Assist with the opening of the stadium after winter and the winterizing of stadium after the season
- Manage and motivate RedHawks cleaning staff.
- Schedule RedHawks cleaning staff for each home game.
- Implement customer service program.
- Assist with general office duties including understanding ticket packages and selling methods.
- Learning, operating and troubleshooting various aspects of Newman Outdoor Field.
- Work with cleaning staff to ensure stadium is always "game ready".
- Assist with planning other events and stadium concerts.
- Be able to take initiative and fix or contact someone to fix any problems in the stadium
- Assist Grounds Crew Manager with any on-field work during games or non-game days

### 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 while maintaining a positive attitude.
- Must be self-motivated and be able to work without direct supervision
- Physically able to lift 50+ lbs.
- Must be able to work nights and weekends and be able to commit to the RedHawks 50+ game home game schedule.
- Ability and willingness to work long hours and weekends.
- Strong verbal and written communications skills, well-organized and strong computer knowledge.

### COMPENSATION:

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

### HOW TO APPLY:

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

Michael Stark

Director of Stadium Operations - Fargo-Moorhead RedHawks

1515 15<sup>th</sup> Ave. N.

Fargo, ND 58102

mstark@fmredhawks.com

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