

**WATERLOO BUCKS BASEBALL
2016 SUMMER INTERNSHIP OPPORTUNITIES**



JOB DESCRIPTION

As an intern with the Waterloo Bucks, you will actively be a part of the front office activities and be involved in learning all facets of a minor league baseball organization.

Summer Internships

The 2016 summer internship program will include full-time and gameday internship positions including ticket operations, game operations, merchandising, community relations, general operations, and video production internships.

*All internships will begin the week of May 9th, exceptions may be made for selected candidates who have school conflicts. Internships will work through the week of August 22nd.

1.) Full Time Positions: Full time positions will hold regular office hours (9:00 to 5:00 Mon-Fri) for non-game days and will have varying hours on Bucks game days along with other events at Riverfront Stadium. May work some weekends if there are projects to be done.

- **Ticket Operations Internships** will consist of, but not be limited to:
 - Working directly under Assistant General Manager Clayton Grandquist
 - Sell season tickets, mini-plans, and ticket packages to groups and individuals in the Cedar Valley
 - Assist in managing a ticket office
 - Box office duties during Bucks home games
 - Fulfillment of single game tickets, season tickets, and ticket package orders
 - Database management of names for individual ticket buyers, school/ community nights, and group sales
 - Ensuring weekly database updates are sent to the Director of Marketing
 - Managing team and front office pass lists
 - Help in maintaining the policies of the ticket office with regard to customer service and other ticketing issues
 - Oversee and manage ticket inventory
 - Providing outstanding customer service to advertisers and fans
 - Other duties as assigned
- **Community Relations Internships** will consist of, but not be limited to:
 - Working directly under Community Relations Manager Ben Knaack
 - Assist in group sales efforts with school nights, community nights, and industry nights
 - Organize and fulfill community appearances involving players, coaches, and the mascot
 - Assist in setting up and running Bucks youth baseball camp
 - Assist in development and fulfillment of the Bucks Summer Reading Program
 - Schedule National Anthem appearances, first pitches, and dream teams
 - Assist with game promotions, on-field games, and guest services
 - Database management for names collected at Bucks games for prize sign-ups and ensuring weekly database updates are sent to the Director of Marketing
 - Providing outstanding customer service to advertisers and fans
 - Other duties as assigned

- **General Operations Internships** will consist of, but not be limited to:
 - Working directly under General Manager Dan Corbin
 - Perform daily tasks to include stadium projects, front office projects, and helping with various other team projects
 - Assist with many activities related to baseball and clubhouse operations
 - Managing stadium set-up before games and stadium tear-down after games including beer stands, kids zone, and group hospitality areas
 - Input Fan Experience Survey responses into online system
 - Manage warehouse efforts during Bucks games
 - Perform various clubhouse duties
 - Assist in front office projects where needed
 - Provide outstanding customer service to advertisers and fans
 - Other duties as assigned

2.) Game Day Positions: Game day positions will work varying hours on Bucks game days along with other events at Riverfront Stadium. Will not work weekends if there is not an event at the stadium.

- **Merchandising Internships** will consist of, but not be limited to:
 - Working directly under General Manager Dan Corbin
 - Manage souvenir inventories
 - Processing orders
 - Work in the Riverfront Stadium Souvenir Shop during some games
 - Assist with on-field promotion preparations and execution
 - Distribute and collect inventory sheets to various satellite locations in the ballpark that will be selling souvenirs
 - Set-up souvenir shop before each game
 - Manage other souvenir operations
 - Provide outstanding customer service to advertisers and fans
 - Other duties as assigned
- **Ticket Operations Internships** will consist of, but not be limited to:
 - Working directly under Assistant General Manager Clayton Grandquist
 - Assist in managing a ticket office
 - Box office duties during Bucks home games
 - Coordinate team meals for each Bucks home game
 - Fulfill various ticket orders from groups and single game buyers
 - Help in maintaining the policies of the ticket office with regard to customer service and other ticketing issues
 - Provide outstanding customer service to advertisers and fans
 - Other duties as assigned
- **Game Operations Internships** will consist of, but not be limited to:
 - Working directly under General Manager Dan Corbin
 - Prepare on-field promotions

- Assist in communicating game script execution to on-field staff
 - Organize guerilla marketing efforts including Bucks yard signs and pocket schedule distribution for all Bucks staff including interns and front office personnel
 - Prepare advertiser tables for game appearances
 - Execute on-field promotions during Bucks games; also will be asked to assist in the souvenir shop and the Guest Services Table
 - Prepare and collect all promotional sign-up boxes throughout the stadium on Bucks game days
 - Photography duties during Bucks games
 - Provide outstanding customer service to advertisers and fans
 - Other duties as assigned
- **General Operations Internships** will consist of, but not be limited to:
 - Working directly under General Manager Dan Corbin
 - Assist with game day set-up of Riverfront Stadium including beer stands, kids zone, and group hospitality areas
 - Perform various warehousing tasks during Bucks games
 - General clubhouse duties including laundry, team meal set-up, and clubhouse management
 - Assist with baseball operations duties in preparation for Bucks games
 - Provide outstanding customer service to advertisers and fans
 - Other duties as assigned
 - **Video Production Internships** will consist of, but not be limited to:
 - Set-up and teardown of video equipment for each Bucks home game
 - Connecting each broadcast to the Northwoods League video network
 - Integrate video cast into in-house LED video board production
 - Directing and producing the broadcast of each Bucks home game
 - Working with Bucks radio broadcaster to create the audio feed for each broadcast
 - Produce highlight videos for the Bucks to use for marketing, in-game entertainment, and on social media pages
 - Conduct interviews of players and coaches
 - Create bullpen and batting practice scouting videos as requested
 - Provide outstanding customer service to advertisers and fans
 - Other duties as assigned

Interested candidates should send resumes and cover letters to Clayton Grandquist at clayton@waterloobucks.com or mail to:

Waterloo Bucks Baseball
PO Box 4124
Waterloo, IA 50704

Feel free to call with any questions or to set up an appointment (319) 274-9391.

Thank you for your interest,

Clayton Grandquist



Assistant General Manager
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