

**WATERLOO BUCKS BASEBALL
2024 SUMMER TICKET OFFICE INTERNSHIP**



TEAM INFORMATION

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. The Waterloo Bucks are owned by the Cedar Rapids Ball Club Inc. which also owns the Cedar Rapids KERNELS. The Bucks offer a variety of Full Time and Game Day internship positions.

JOB DESCRIPTION

Internship positions will work long hours on Bucks game days along with other events at Riverfront Stadium. Should expect to work ALL Bucks home games, various ticket office shifts, and during extra events at Riverfront Stadium. Interns will also assist in guerilla marketing efforts throughout the Cedar Valley during the season.

- Start Date: May 13, 2024
- End Date: August 17, 2024
- Assist in managing a ticket office on home game dates
- Fulfillment of single game tickets, season tickets, and ticket package orders
- Database management of names for individual ticket buyers
- Manage team and front office pass lists
- Help maintain the policies of the ticket office regarding customer service and other ticketing issues
- Set up of box office and front entrance before home games
- Stadium chair setup for all Bucks home games
- Assist with various aspects of stadium setup and tear down
- Assist with game operations, box office, on-field games, souvenir stand, and guest services
- Provide outstanding customer service to advertisers and fans
- Other duties as assigned

DESIRED QUALIFICATIONS

- The ideal candidate would be outgoing, detail oriented, organized, accountable, and personable.
- Should be able to work well in both a team, and individual environment.
- Willingness to learn new skills, and work outside your comfort zone.
- Should be a college student, or recent college grad looking to work in the sports, or a related industry.
- Previous experience will be taken into consideration, but not required.

Interested candidates should send resumes and cover letters to Jake Horan at jhoran@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 interview at (319) 232-0500 option 4.

