

# Stadium Operations Internship

## Start Date/Completion Date:

- April 2007 through late August/mid September 2007

## Responsibilities:

- Assist in the day-to-day operations of Newman Outdoor Field.
- Manage and motivate RedHawks usher staff.
- Schedule RedHawks usher staff for each each.
- Implement customer service program.
- Assist with general office duties including phone and mail responsibilities.
- Develop new advertising clients.
- Learning, operating and troubleshooting various aspects of the RedHawks Newman Outdoor Field.
- Work with cleaning staff to ensure stadium is always "game ready".
- Assist with planning Blues Fest and other stadium concerts.

## Qualifications:

- Must be enrolled as a full time student at a college or university, with a Junior or Senior status (or Graduate school); it is preferred that you receive college credits while conducting this internship; minimum 3.0 GPA.
- 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 able to work nights and weekends and be able to commit to the RedHawks 48 game home game schedule.
- **Must be available all day July 9<sup>th</sup> and 10<sup>th</sup>.** (we are hosting the 2007 Northern League All-Star Game)
- Strong verbal and written communications skills, well-organized and strong computer knowledge.

## Compensation:

- School credit.

## How to Apply:

- Mail cover letter, resume and three professional references to:  
Eric Jorgenson  
Director of Stadium Operations  
Fargo-Moorhead RedHawks  
1515 15<sup>th</sup> Ave. N.  
Fargo, ND 58102
- Email: [ejorgenson@fmredhawks.com](mailto:ejorgenson@fmredhawks.com) in the subject line please write:
  - Stadium Operations Internship
- No phone calls, please.
- **Application Deadline: February 1, 2007**