

Internships available for Hospitality/Event Management & Admin Asst.

(2 positions)

Ideal candidate will be highly organized, detail oriented, and reliable. He/She must also be able to work independently and be comfortable dealing with both children and adults. Experience learning new technology, working in hospitality fields, or event planning a plus.

- **Work gate during home games** (one intern per each of the 21 home games other than playoffs when both will be needed)
- **Run baseball clinics** - 6 weeks during the season , 4 days/week, 3.5 hr time commitment each morning (NOTE: The 2 admin interns will split the weeks ... each running 3 weeks of clinics, working the entire session for one week and then just 1 hour on Day 1 and Day 3 of the clinics the opposite weeks when the other intern is in charge)
- **Corporate Events Coordinator** (typically 4-6 games during the season ... this will be the responsibility of the intern not working the front gate that game)
- **VIP Deck Host:** (when rented to a group ... does not apply for individual nightly rentals ... this will be the responsibility of the intern not working the front gate that game, unless it coincides with a corporate event night)
- **Project management:** Support Fundraising and Fan Relations in any current on-going projects at the field or online
- **Deliver program books/calendars/other materials to all sponsors** (must be completed before the end of June)
- **Maintain website updates after each game and help maintain Neon CRM database**📧
- **Other duties as assigned**

Qualified applicants must provide for own housing and transportation.

To apply, please email resume and cover letter to Linda Peters at lpeters.fc@gmail.com.