



Position: Special Events and Game Day Operations Internship Length: Sept. 2019-April or May 2020 (depending on playoffs) Compensation: Paid per game	Remit Cover Letter and Resume to: Scheels Arena/Fargo Force Attn: Internships 5225 31st Ave. South Fargo, ND 58104
Reports To: Community Relations & Fan Development Manager	Or email to: fans@fargoforce.com

Summary:

The Special Events and Game Day Operations intern would be responsible in helping all marketing efforts and game day operations of the Fargo Force hockey team for the 2019-20 season. The internship will provide those who desire a career in sports and entertainment with an opportunity to learn the business and event management side of sports while gaining valuable career experience, building a portfolio and enjoying networking opportunities in the process. The ideal candidate will possess a strong desire to work in the sports industry as well as outstanding communication skills.

Essential Duties:

Special Events and Marketing:

- Assist in marketing plans for promotional game nights during the season
- Responsible for specific promotional nights from planning to execution on the actual game night (ie. Ladies Night, Men’s Night, Dash-4-Cash, Hometown Heroes, Sanford Children’s Night, etc.)
- Generate ideas and execute plans on how to market our games to the FM community, including all colleges and high schools
- Database contact information
- Create ideas for ways to promote birthday party packages, kids club and tickets
- Assisting with community relations and player appearances by seeking events to attend as well as attending events as a representative of the Fargo Force
- Assisting with the Fargo Force Reading Program

Game Day Operations

- Assist during the game with all in-game promotions
- Assist in setting up and tearing down on game days
- Help to coordinate all on-ice promotions during home games at intermissions
- Helping with giveaways at the door
- Scheduling for each home game: kid of the game, Zamboni riders and little skaters

Other duties as assigned by supervisor

Minimum Qualifications and Abilities:

Qualifications

- High school diploma or equivalent
- Strong interest in marketing, sports management and event planning.
- Ability to work nights and weekends for all 30 home games at Scheels Arena
- Outstanding verbal and written communication skills
- Ability to work in a fast paced environment and under tight deadlines
- High standard of professionalism, ethics, excellence and integrity
- Proficiency in Microsoft Office programs including Word, Excel, Outlook, and PowerPoint

Work Environment, Physical Requirements and Additional Information:

Work Environment:

- Indoors, office environment

Physical

- Sitting and standing for long periods of time