

# SCHEELS® arena

<b>Position:</b> Events Intern (2 positions available) <b>Length:</b> Sept. 2019-May 2020 <b>Compensation:</b> Paid per event/game worked	<b>Remit Cover Letter and Resume to:</b>  Scheels Arena/Fargo Force Attn: Internships 5225 31st Ave. South Fargo, ND 58104
<b>Reports To:</b> Assistant General Manager/Booking Manager of Scheels Arena	<b>Or email to:</b> <a href="mailto:fans@fargoforce.com">fans@fargoforce.com</a>

## Summary:

The events intern is a critical position to the operation of any event held at Scheels Arena. The accurate planning and coordination of these events is crucial to ensuring a promoter or client's event runs smoothly thus establishing the arena as a venue they will consider utilizing for future events. The events intern will work directly with the Asst. GM to ensure the efficient operation of all events, including Fargo Force games at Scheels Arena. The ideal candidate will possess a strong desire for exposure to multiple facets of operating sporting and entertainment events as well as have a strong commitment to learning.

## Essential Duties:

### *Event Management and Recruitment:*

- Help to determine necessary logistics for events
- Monitor events ensuring they run smoothly and handling any unexpected developments
- Prepare and work with proper affiliated staff
- Research additional events that would be successful with Scheels Arena as the venue
- Provide input and draft event investment proposals and contracts for other events within the arena

### *Event Operations:*

- Draft floor diagrams and layouts for events at venue
- Assist with other arena preparation for events and other special events within arena
- Help oversee and assist with special event set up and tear down for all events at Scheels Arena

### *Customer Service and People Management:*

- Handle complaints of the client and/or event attendees in a polite and customer friendly manner
- Assist customers with questions regarding the facility and area
- Oversee event day volunteers and staff at events
- Assist with the recruitment of event volunteers
- Manage the scheduling of all event volunteers

*Other duties as assigned by supervisor*

## Minimum Qualifications and Abilities:

- High school diploma, or equivalent
- Knowledge of Microsoft Office programs
- Customer service attitude and strong speaking/communication skills
- React calmly to highly fast-paced event environments
- Familiarize oneself with different venue setups

## Work Environment, Physical Requirements and Additional Information:

### *Work Environment and Physical Requirements:*

- Indoors, office environment at an ice rink
- Sitting for long periods of time
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Other duties: special events set-up and tear down

### *Hours and Compensation:*

- Flexible office hours Monday through Friday: minimum of 10 office hours per week
- **Work during the day/night for specific events, monitoring ushers/security for events**