



The Gary SouthShore RailCats are seeking current college students to be a part of the team's 2019 season. As a RailCats Promotions and Community Intern, you will get first-hand experience in the day to day operation of a professional baseball franchise. This is a seasonal internship position which requires college credit and will last the duration of the 2019 season only.

#### TICKET SALES & OPERATIONS INTERN RESPONSIBILITIES:

- Reports to Director of Ticket Operations to assist with day to day box office operations including; customer service and sales.
- Assist in Season Ticket/Mini Plan/Group Sales via cold calling/call ins.
- Assist in the input and fulfillment of all Season Ticket/Mini Plan/Group Sales orders.
- Sell individual game tickets at the ticket window.
- Answer incoming phone calls.
- Keep Will Call organized and up to date.
- Contribute in preparation and execution of team marketing plan.
- Contribute in preparation and execution of promotions.
- Assist in gameday finance operations.
- Assist in stadium pre-game preparation (i.e. set-up, box office ticket printing and preparation, souvenir store inventory and preparation, concessions preparation, etc).

#### GENERAL RESPONSIBILITIES AND EXPECTATIONS:

- Have Fun
- Be excited to work in a professional sports environment
- Fan and community engagement
- Assist with stadium cleanliness
- Special Events
- Assist with all tarp pulls - which may include non game days, weekends and or holidays

#### QUALIFICATIONS:

- Previous experience working with a ticketing system preferred
- Knowledge of basic computer skills (Microsoft Office: Word, Excel)
- Undergraduate (preferably junior or senior) or graduate student attending accredited university
- Must be able to earn college credit for internship-no exceptions
- Must be able to commit to work the entire internship period from start to finish
- Willingness and ability to work long hours, including nights, weekends and holidays as required
- Ability to lift at least 50 lbs. on a regular basis
- Strong organizational skills and ability to handle multiple tasks at any given time
- Highly motivated with strong work ethic
- Passion for sports and strong desire to work in a team environment

COMPENSATION: \$500 per month

#### HOW TO APPLY:

- Open Interviews at the Steel Yard on Tuesday, January 8 from 5pm to 7:30pm, enter through VIP Entrance
- Interested candidates should send resume and contact information to [info@railcatsbaseball.com](mailto:info@railcatsbaseball.com) ..... in the subject line include Promotions & Community Intern Application – INSERT YOUR NAME
- Preference will be given to candidates who are available for the duration of the season, May 6 to Sept. 2, 2019