



GEODIS PARK

# INTERNSHIP POSITION DESCRIPTIONS

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## **INTRODUCTION:**

Nashville SC is looking for highly motivated individuals in being a part of the Major League Soccer team in Nashville. The ideal candidate will demonstrate initiative, the ability to multi-task, a willingness to learn and a positive attitude.

## **HOW TO APPLY:**

Please submit an application found at ([www.nashvillesc.com/interns](http://www.nashvillesc.com/interns)).

## **REQUIREMENT:**

To be considered for a Nashville SC internship, applicants must be enrolled in an undergraduate or graduate program and eligible for college credit.

## **IMPORTANT INFORMATION:**

Applications will be reviewed as they are received, so interested candidates are encouraged to apply as soon as possible.

\*Please note that internships are in-person but are subject to change based on department.

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## **ACADEMY ADMINISTRATION**

### **DUTIES & RESPONSIBILITIES:**

- Assist the department with day-to-day operations.
- Support staff during home games; includes match day set up/take down, score sheet, facility management, social media and more.
- Assist with travel logistics; create itineraries, order meals, finalize stay and transportation needs, and more.
- Assist Team Admin with communication platform; weekly newsletter, communication to Academy families, season scheduling, incoming trialists and more.
- Support Player Welfare Officer with residency/school program; classroom management, player duties, classroom activities, community service and more.
- Assist with other special projects as assigned.

### **DESIRED QUALIFICATIONS:**

- Knowledge and interest in sports.
- Computer proficient in Microsoft Word, Excel, and PowerPoint.
- Strong communication skills and telephone etiquette.
- Strong organizational skills and multi-tasking.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Available to work 20-25 hours per week, including nights, weekends, and game days.
- SafeSport trained.

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## **DATA ENGINEERING**

### **DUTIES & RESPONSIBILITIES:**

- Apply a combination of programming languages (SQL, Python, & R specifically) to assist with master data management, API processes, and web scraping.
- Develop key reports, dashboards, and analyses to be utilized in the daily management of the business.
- Assist in the development of strategic, well-educated ideations and conceptual plans to produce business solutions, including key performance indicators and measurement strategies.
- Utilize skills to research and develop API processes or other data fetching techniques to extract and store new data feeds.
- Assist in daily data hygiene maintenance to ensure good data integrity throughout numerous data sources.
- Research industry-leading practices to provide analyses, insight, and innovation.
- Complete ad-hoc projects and reports to address specific business questions and produce action-based insights.

### **DESIRED QUALIFICATIONS:**

- Strong communication skills and willingness to learn.
- Energetic and passionate when it comes to using data to solve real business problems.
- Ability to work independently and as part of a team.
- Computer proficient in Microsoft Word, Excel, and PowerPoint.
- Experience with programming languages (Python, R, SQL, etc.).
- Visualization skillsets preferred (Tableau, PowerBI, etc.).

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Area of Study: Finance, Mathematics, Computer Science, Economics, Operations Research, Statistics, Engineering, or related field.
- Available 20-25 hours per week during normal business hours.

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## **COMMUNITY ENGAGEMENT**

### **DUTIES & RESPONSIBILITIES:**

- Assist in daily planning and execution of community engagement initiatives throughout the Nashville area. Such events include, but are not limited to school-based programs, after-school community-based initiatives, service-learning projects, youth-soccer events, and community fundraisers.
- Provide support for matchday initiatives involving community partners and special guests.
- Assist in communication with nonprofit partners and key stakeholders to ensure all departmental and club goals are being met while identifying opportunities for improvement.
- Assist with lead generation and data capture efforts at community engagement events.
- Perform other related tasks as assigned by Sr. Director of Community Engagement.

### **DESIRED QUALIFICATIONS:**

- Experience in nonprofits, schools, and community-based settings.
- Computer proficient in Microsoft Word, Excel, and PowerPoint.
- Strong verbal, written communication skills and telephone etiquette with strong attention to detail.
- Demonstrated ability to coordinate multiple priorities with tight deadlines.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Available 20-25 hours per week.

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## **CORPORATE PARTNERSHIPS**

### **DUTIES & RESPONSIBILITIES:**

- Support Corporate Partnerships through researching successful activations across related industries.
- Gain real-world experiences in servicing corporate clients such as GEODIS, Captain Morgan, BNA, and others.
- Work with the Partnership Activation Team to develop compelling recaps, presentations, and marketing collateral tailored to individual partner requirements.
- Assist in matchday partnership execution by capturing proof of performance, assisting with the execution of partner experiential activities, and other duties.
- Provide support for planning events such as Kit Reveal, NSC Business Association, and others.
- Gain real-world experience supporting activations of Nashville SC partners and sitting in on client calls and other meetings to gain further understanding of corporate partnerships day-to-day.
- Support Corporate Partnerships sales efforts and lead generation through researching prospects and staying up to date on industry news.
- Collaborate with the Partnerships Sales Team in the creation of proposals, presentations, and sales/marketing collateral tailored to individual prospect requirements.
- Sit in on sales pitches and other meetings to gain further understanding of corporate partnerships day-to-day and build relationships with all customers and important industry leaders.
- Aid in sustaining positive relationships with all customers and important industry leaders.
- Be an ambassador of the Club at all times.
- Basic Adobe Suite experience is a plus, photoshop is preferred.

### **DESIRED QUALIFICATIONS:**

- Knowledge and interest in sports and activation-related roles.
- Computer proficient in Microsoft Word, Excel, and PowerPoint.
- Strong interpersonal skills and verbal and written communication skills.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Available 20-25 hours per week, including nights, weekends, and game days.

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## **MAJOR EVENT SALES**

### **DUTIES & RESPONSIBILITIES:**

- Assist Head of Major Event Sales with daily functions including research, development and outreach.
- Research market environment for competitor analysis in both Nashville and Huntsville.
- Assist in development of venue offerings for major events for both Nashville and Huntsville.
- Research and ideate unique event ideas from similar sized markets and venues.
- Work closely with the operations staff to communicate events effectively.
- Assist with day of event operations.
- Take lead information as well as set up client site tours and phone appointments.
- Work with Head of Major Event Sales daily and learn all aspects of event planning for the stadium.

### **DESIRED QUALIFICATIONS:**

- Computer proficient in Microsoft Word, Excel and PowerPoint.
- Strong communication and writing skills.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Available to work nontraditional hours.

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## **PRIVATE EVENTS**

### **DUTIES & RESPONSIBILITIES:**

- Assist Head of Private Event Sales with daily functions that include reporting, tracking revenue sales, etc.
- Work closely with the operations staff to communicate events effectively.
- Assist with day of event operations.
- Take lead information as well as set up client site tours and phone appointments.
- Work with the Head of Private Event Sales daily and learn all aspects of event planning for the stadium.

### **DESIRED QUALIFICATIONS:**

- Computer proficient in Microsoft Word, Excel and PowerPoint.
- Strong communication and writing skills.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Available to work nontraditional hours.

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## **FAN ENGAGEMENT & ENTERTAINMENT**

### **DUTIES & RESPONSIBILITIES:**

- Assist in planning and execution of supporter relations and fan engagement initiatives throughout the Nashville area. Such events include, but are not limited to season kickoff, pre-match parties, club-hosted concerts, and supporter relations functions.
- Assist with lead generation and data capture efforts at all fan engagement events.
- Assist in matchday fan engagement platforms and supporter relations.
- Work closely with key stakeholders to ensure all departmental and club goals are being met while identifying opportunities for improvement.
- Helping to execute matchday production elements.
- Perform other related tasks as assigned by a Coordinator of Fan Engagement and Entertainment.
- Assist in planning and execution of matchday entertainment including market research, artist management, match day timelines, and other related tasks.

### **DESIRED QUALIFICATIONS:**

- Knowledge and interest in sports.
- Computer proficient in Microsoft Word, Excel, and PowerPoint.
- Strong communication skills and telephone etiquette.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Available 20-25 hours per week.
- Available to work all Home Matches.



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## **MASCOT INTERN**

### **DUTIES & RESPONSIBILITIES:**

- Assist the Nashville SC Mascot, Tempo the Coyote, in day-to-day operations and maintain appearance schedule.
- Help with match day activities such as match day skit and outfit planning, creation of props, and potential participation as plant in skits.
- Assist in planning and execution of all things Tempo's Band (Kids Club) including events, promotions, roster, etc.
- Capture content for mascot social media.
- Attend mascot appearances as a handler.
- Help create a fun and engaging environment for Tempo the Coyote fans.
- Work closely with Mascot Coordinator to research and create new mascot opportunities for fans in key areas such as social media, match day involvement, community engagement, and appearance structure.
- Please note this is not a costumed/performance position.

### **DESIRED QUALIFICATIONS:**

- Knowledge and interest in sports.
- Knowledge and interest in mascots.
- Computer proficient in Microsoft Word, Excel, and PowerPoint.
- Proficient in social media.
- Strong communication skills and telephone etiquette.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Available 20-25 hours per week.
- Available to work all Home Matches.

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## **GUEST EXPERIENCE**

### **FULL JOB DESCRIPTION:**

The Nashville SC is looking for a Full-Time College Student to intern with our Safety, Security, and Guest Experience Department. The intern's primary responsibilities will be assisting guests, staff, security, and event day operations. The selected intern will gain valuable knowledge with a MLS organization, as well as insight in working in a sports/entertainment setting.

### **DUTIES & RESPONSIBILITIES:**

- This internship will also work closely with the Guest Experience and Security department.
- Interact with employees and customers to assist in the resolution of problems and suggestions voiced by season ticket holders, fans, and patrons of the arena.
- Assist with match day, private event, and stadium tour operations.
- General administrative work is required such as answering questions, data entry, copying, and filing.
- Contribute to common goals of the department and demonstrate a willingness to learn new skills.
- Manage assigned tasks and responsibilities during home games and events including Guest Experiences and overall Fan Experience initiatives.
- Perform other duties as assigned by the Guest Experience Manager and/or Manager of Event Security.

### **DESIRED QUALIFICATIONS:**

- Knowledge and interest in sports and entertainment.
- Computer proficient in Microsoft Word, Excel, and PowerPoint.
- Strong communication skills and telephone etiquette.
- Strong work ethic with a positive, team-oriented approach.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Job requires employee to function in a high activity and heavily crowded outdoor professional sports venue.
- Available 20-25 hours per week, including nights and weekends and often under extreme weather conditions.
- A typical game day can require early hours and late nights amounting to a 12-hour event day commitment.
- Ability to lift and carry at least may be 50 pounds.

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## **LEGAL**

### **DUTIES & RESPONSIBILITIES:**

- Review of all standardized contract forms, including but not limited to sponsorship agreements, vendor agreements, and facilities management contracts.
- Reviewing and analyzing documents relating to the NSC ticket sales, arena and/or marketing and sponsorship functions.
- Ensuring compliance with league, federal, state and local laws and regulations, including but not limited to matters such as employment, intellectual property, immigration, and player related rules and regulations.
- Researching and analyzing legal issues including contracts, real estate, intellectual property, employment and labor law issues, corporate strategy, structure, acquisitions, and other legal areas.
- Performing contract management tasks and management of legal files.
- Completing other projects and responsibilities for the legal department that may be assigned.

### **REQUIRED QUALIFICATIONS:**

- Candidates must be enrolled as a law student in an academic institution and actively pursuing a juris doctorate.
- Available 20-25 hours per week.
- This is an unpaid internship where candidates must be eligible to receive law school course credit.
- Internship is located in Nashville, TN.



## **CONSUMER MARKETING**

### **DUTIES & RESPONSIBILITIES:**

- Work with internal departments and external partners to facilitate orders of licensed goods.
- Maintain key reports that evaluate Nashville SC's retail performance.
- Conduct research and compile case studies on market trends, the consumer spending index and competitor's success stories to challenge the business.
- Organize and maintain design libraries.
- Work with community marketing to identify local events where Nashville SC's Merch Truck can activate at.
- Assist with the development of product lines, to support key club retail initiatives.
- Assist with brand strategy and brand integrity. Ensuring all applications of the Nashville SC brand use correct colors, marks, and patterns.
- Assist with match day marketing and promotions.
- Ensure product offerings on MLSStore and at Nashville SC Stadium address the consumer needs.

### **DESIRED QUALIFICATIONS:**

- Experience in product licensing, sourcing, marketing, project management, and operations.
- Up to date on global and local consumer product trends.
- Analytical. Ability to use data to make informed business decisions. Has a strong understanding of ROI.
- Takes ownership of projects and tasks. Skilled at multi-tasking and problem-solving.
- Strong, ambitious—work ethic.
- Ability to work well with a team and independently.
- Proficient with Microsoft Office and web-based programs. Adobe Illustrator experience preferred but not required.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Available 20-25 hours per week. Available to work events and match days.
- Ability to lift 50 pounds.

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## **DIGITAL & SOCIAL MEDIA**

### **DUTIES & RESPONSIBILITIES:**

- Assist with content capture around GEODIS Park during home matchdays (phone videos of fans, activations, etc.).
- Stay up to date on the latest social media trends and assist with creating content to be used on the Club's social media.
- Assist with general upkeep of the Nashville SC website, including updating stats, fact-checking information, and monitoring for outdated pages.
- Review match notes and press conferences to identify interesting story lines for content pieces.

### **DESIRED QUALIFICATIONS:**

- Knowledge and interest in sports.
- Experience creating content for social media.
- Strong communication skills and initiative.
- General understanding of social media trends.
- Knowledge of Adobe Creative Cloud a plus.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Available 20-25 hours per week.

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## **GRAPHIC DESIGN**

### **DUTIES & RESPONSIBILITIES:**

- Create and design flyers, posters, banners, and other collateral to support the Ticketing, Sponsorship, Operations, and Marketing and Communications departments.
- Assist the Marketing team with the creation of digital graphics for use on social media outlets, broadcasts, websites, and more.
- Assist the Creative team in content capture including interviews, video shoots, photography sessions, and event documentation.
- Help create, manage, and execute Club content calendar.
- Participate in weekly meetings and brainstorming sessions for creative and engaging content for fulfillment of Club's goals.
- Provide input for, and assistance with, the overall look and feel of brand including interactive and environmental design.

### **DESIRED QUALIFICATIONS:**

- Experience in Microsoft Office – Word, Excel, PowerPoint, etc.
- Working knowledge and abilities in Adobe Creative Cloud – Photoshop, Illustrator, InDesign, AfterEffects.
- Photography and/or videography experience a plus.
- Copywriting abilities not required but preferred.
- Strong communication skills, attention to detail and telephone etiquette.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Available 20-25 hours per week.
- Accessible portfolio of work submitted with application.



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## **MARKETING**

### **DUTIES & RESPONSIBILITIES:**

- Assist in daily planning and execution of various marketing initiatives. Example projects could include, but are not limited to, lead generation programs, matchday marketing collateral, ticket initiatives and assisting in cross-department programs.
- Assist in grassroots marketing initiatives including managing the Street Team, maintaining the event calendar, and planning and executing events.
- Maintain KPIs on an on-going basis.
- Conduct research and compile case studies on marketing trends and paid ad initiatives.
- Assist in strategic marketing plans and recap decks.
- Complete special projects, as needed.

### **DESIRED QUALIFICATIONS:**

- Knowledge and interest in sports.
- Computer proficient in Microsoft Word, Excel and PowerPoint.
- Strong communication skills and telephone etiquette.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Available 20-25 hours per week. Available to work events and match day.

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## **PHOTOGRAPHY**

### **DUTIES & RESPONSIBILITIES:**

- Take photos for Nashville SC matches and trainings, as well as club and community events.
- Edit photos for Nashville SC matches and trainings, as well as club and community events in a timely fashion, oftentimes the same day or shortly after capture.
- Assist in the maintenance of Nashville SC's photo library.
- Adhere to Nashville SC brand standards across all creative.
- Ensure each photo is consistent with organizational brand guidelines and style.
- Assist in the brainstorming process for content and creative pieces.

### **DESIRED QUALIFICATIONS:**

- Must be proficient in Adobe Creative Cloud: Photoshop, LightRoom Classic, etc.
- Previous experience working in a collegiate or professional sports environment a plus.
- Ability to work in a fast-paced environment and manage multiple high-priority projects.
- Ability to work in a team environment.
- Willingness to work nights and weekends.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Available 20-25 hours per week.
- Accessible portfolio of work and submitted with application.

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## **VIDEOGRAPHY**

### **DUTIES & RESPONSIBILITIES:**

- Shoot action videos of training sessions.
- Shoot videos during game days and other events as needed.
- Assist in editing videos, from interview segments, highlight reels, commercials, social media, sponsorship content and in-game features.
- Assist with archiving of videos.
- Assist with the creation of motion graphics for game day in-stadium, LED board content and social media.
- Assist in the ideation of the brand's storytelling through motion graphics.

### **DESIRED QUALIFICATIONS:**

- Experience in Microsoft Office – Word, Excel, PowerPoint, etc.
- Working knowledge and abilities in Adobe Creative Cloud – Premiere Pro, AfterEffects, Photoshop.
- Photography and Videography experience a plus.
- Ability to come up with creative solutions.
- Strong communication skills, attention to detail and telephone etiquette.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Available 20-25 hours per week, including nights, weekends, and game days.

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## **PUBLIC RELATIONS/COMMUNICATIONS**

### **DUTIES & RESPONSIBILITIES:**

- Help manage club's existing media relationships and cultivate new contacts within industry, local market, and corporate/non-sports media.
- Identify compelling and creative sports and corporate/non-sports storylines to pitch and bring to life.
- Assist in coordination and implementation of events such as press conference, match days, community events, media days, etc.
- Support the development of departmental publications (e.g., press releases, media advisories, game notes, media guide, quote repository, strategy, and messaging, etc.).
- Monitor and report on team coverage in new and traditional local and national media.
- Maintain and update all media and stats archives, including quotes repository and press materials.
- Will be expected to work all Nashville SC home and away matches.

### **DESIRED QUALIFICATIONS:**

- Knowledge and interest in soccer and sports.
- Computer proficient in Microsoft Word, Excel, and PowerPoint.
- Strong communication and writing skills.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Available 20-25 hours per week.

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## **EQUIPMENT**

### **DUTIES & RESPONSIBILITIES:**

- Assist Equipment Manager in maintaining a clean/organized locker room.
- Distributing team gear to players/staff.
- Assist in laundry needs for team.
- Assist in set-up/takedown of locker room on match days.
- Assist Coaches/Equipment Managers with set-up/takedown of drills at training.

### **DESIRED QUALIFICATIONS:**

- Knowledge and interest in sports.
- Energetic and positive attitude.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Available 20-25 hours per week.

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## **PERFORMANCE & SPORT SCIENCE**

### **DUTIES & RESPONSIBILITIES:**

- Assist Head Performance Coach with daily training objectives.
- Support use of wearable units with players during training.
- Use software to collect, analyze, and distribute various forms of player data and technologies.
- Support injury prevention exercises and activities.
- Support on-field and gym-based training activities.
- Assist with on-field and gym set up and breakdown of training equipment.
- Other miscellaneous tasks required for daily training operations.

### **DESIRED QUALIFICATIONS:**

- Knowledge and interest in soccer.
- Technologically proficient, including computer proficiency in Microsoft Excel.
- Strong communication skills, willingness to learn, and hard work ethic and drive.
- Preferred prior knowledge in exercise physiology and/or sports science disciplines.
- Currently certified or working towards the CSCS (Certified Strength and Conditioning Specialist).

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Field of study must be in Exercise Science, Sport Science, Kinesiology, Biomechanics, Human Performance, or similar/related field.
- Available 20-25 hours per week, primarily in the morning/early afternoons and on weekends.

## **SCOUTING**

### **DUTIES & RESPONSIBILITIES:**

- Conduct initial due diligence for the Scouting Department on players, clubs, and leagues to better contextualize the dynamics of the global soccer market.
- Identify and evaluate potential players to add to our first team using video scouting and academy players by attending identification clinics.
- Fully understand the Nashville Soccer Club system of play, and the roles & responsibilities of each position.
- Fully understand the rules and regulations of Major League Soccer, and the US youth soccer landscape.
- Understand the needs of the team and club to be prepared for all current and future scenarios.
- Perform other related tasks as assigned.

### **DESIRED QUALIFICATIONS:**

- Knowledge and interest in soccer.
- Effective communicator.
- Strong and comfortable using Microsoft Excel & PowerPoint.
- Interest in big data, statistics, economics, finance, mathematical modeling, and/or sociology.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program eligible for college credit.
- Area of study: computer science, statistics, mathematics, economics, finance engineering sports management, sports analytics, law, or any related field.
- Available 20-25 hours per week, including nights, weekends, and game days.

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## **TECHNICAL ANALYTICS**

### **DUTIES & RESPONSIBILITIES:**

- Assist technical staff with data-driven projects.
- Prepare and clean datasets.
- Design and apply analytical methods to extract insight from existing datasets.
- Research industry-leading practices to provide analyses and insights.

### **DESIRED QUALIFICATIONS:**

- Coding and visualization skillsets preferred (R, Python, Shiny, Ggplot2, Matplotlib etc.).
- Interest in working with and/or creating APIs.
- Interest in package management (R, GIT).
- Interest in data engineering, data science, and/or statistical modeling preferred.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Area of Study: Computer Science, Statistics, Mathematics, Economics, Engineering, Finance, Sports Analytics, or related field.
- Available 20-25 hours per week.

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## **VIDEO ANALYSIS**

### **DUTIES & RESPONSIBILITIES:**

- Assist performance analyst with video clipping and editing.
- Setup video analysis software with video and/or data files.
- Prepare playlists for team and opposition analysis.

### **DESIRED QUALIFICATIONS:**

- Strong tactical knowledge of soccer.
- Ability to prepare and communicate analysis via video.
- Previous experience with video analysis software.
- Knowledge of data analytics is a plus.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Available 20-25 hours per week.

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## **TICKET OPERATIONS**

### **DUTIES & RESPONSIBILITIES:**

- Assist in the establishment of season tickets, group, and single game accounts.
- Learn and use Archtics ticketing systems for reports, account updates, and order processing.
- Assist with the building of price codes, plans, promo codes, and other Archtics programming needs.
- Assist ticket sales staff to achieve overall ticket sales goals of the Club.
- Provide game-day support in the area of ticket resolution, customer service and will call.
- Other duties and responsibilities as deemed necessary by the Club.
- Support ticket sales staff to achieve daily, weekly, and monthly sales goals.
- Research industry-wide mobile ticketing trends to support and enhance the overall ticketing experience.

### **DESIRED QUALIFICATIONS:**

- Knowledge and interest in sports.
- Computer proficient in Microsoft Word, Excel, and PowerPoint.
- Exceptional attention to detail and strong analytical skills.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Work all match days as required by the Club.
- Available 20-25 hours per week.
- Ticketmaster experience is a plus but not required.
- Previous ticketing system experience a plus but not required.

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## **TICKETING**

### **DUTIES & RESPONSIBILITIES:**

- Assist with sale of season tickets, premium seats, and group tickets.
- Participate in community initiatives of the ticketing department.
- Assist ticket sales staff to achieve overall ticket sales goals of the Club.
- Other duties and responsibilities as deemed necessary by the Club.

### **DESIRED QUALIFICATIONS:**

- Knowledge and interest in sports.
- Computer proficient in Microsoft Word, Excel, and PowerPoint.
- Strong communication skills and telephone etiquette.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Work all match days as required by the Club.
- Available 20-25 hours per week.

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## **TURFGRASS MANAGEMENT**

### **DUTIES & RESPONSIBILITIES:**

- Assist with the maintenance/preparation of all athletic facilities for practices, competitions, and special events.
- Assist in the execution of the turf management maintenance schedule.
- Assist with irrigation repairs, painting, fertilizer/seed applications, and field renovations.
- Assist with equipment including mowers, trimmers, edgers, blowers, hand and power tools, utility vehicles, tractors, spreaders, aerifiers, and others pertaining to turfgrass maintenance.
- Learn to execute sound cultural practices to ensure turfgrass health and athlete safety.
- Learn to identify and address turf issues and scheduling conflicts.
- Learn to operate irrigations system and schedule irrigation cycles by monitoring weather conditions and fertility plan.
- Learn to conduct irrigation walkthroughs to ensure the accurate operation of the irrigation system and execute winterization of the system.

### **DESIRED QUALIFICATIONS:**

- Possess strong “start to finish” mentality with solid organizational skills which pay attention to detail.
- Ability to be on your feet for sustained hours at a time.
- Ability to work independently as well as in a team setting.
- Highly motivated with excellent communication skills.

### **REQUIREMENTS:**

- Enrolled in a two- or four-year turf program or related field and eligible for college credit.
- Be able to lift 50 lbs.
- Available 20-25 hours per week.