

# INTERNSHIP OPPORTUNITY

**Ohio Bison Box Office Internship – Don Edwards Park**

**Location: Newark, Ohio**

**Dates: January 1, 2020 to August 15, 2020**

**Job Description:**

The Box Office intern will assist with pre/game day ticket sales for individuals and corporate sponsorships. Interns will have the unique ability to help in the planning of game promotions, special events and more.

**What's to gain from this internship?**

There are many things to gain from participating in this internship. This internship will give you real-life experience in the department of box office sales, that can translate over to positions in major sports clubs. You will have the opportunity to gain school credit at an accredited college or university. The work you will be required to perform will translate well to a career in the field of sports management and operations. This will be a paid position.

**Responsibilities:**

- Report to Director when assigned
- Help with planning:
  - Theme Nights
  - Giveaways
  - In-Game Promotions
- Prospecting:
  - Potential season ticket holder opportunities
  - Groups that may have interest in attending Ohio Bison game/s during the 2020 season
  - Groups associated with specific theme nights
  - Potential sponsorship opportunities
- Contact leads generated from prospect list
- Make sales from leads generated from prospect list
- Attend all Ohio Bison Events
- Assist with setting up/running the Box Office for the 2020 season
- Other duties as assigned

**Requirements:**

- 1) Strong interest in earning entry into the sports industry with a focus in corporate sales.
- 2) Possess a strong work ethic and willingness to work with your hands and in adverse weather conditions.
- 3) The ability to work independently and in a team setting.
- 4) Possess strong time management, multi-tasking, and communication skills.
- 5) Ability to work flexible hours throughout the entire season for not only baseball games, but also outside events.
- 6) Strong desire and pride in the workplace and its overall operation to make it the best in sports.
- 7) Possess strong organizational skills and be detail-oriented.
- 8) Possess experience in Microsoft office and its accommodating features
- 9) Ability to conduct self in a professional manner both in personal appearance and attitude.
- 10) The ability to have fun while performing any task.
- 11) Be a leader in customer service.
- 12) Must be able to pass a background check and drug screening.

Submit completed application or resume to the Licking County Family YMCA Human Resources Department, 470 West Church Street, Newark, Ohio 43055 or [michele.daugherty@lcfymca.org](mailto:michele.daugherty@lcfymca.org) Applications can be obtained in person during normal business hours or printed from [www.lcfymca.org](http://www.lcfymca.org)

For questions, please contact Adam Jenkins at 740.345.9622 ext. 106

