Job Description - Field Operations Internship

Title: Field Operations Intern

Reports to: Frank Bitting (Field Operations Training and Quality Assurance Manager), Field Operations Supervisor

Number of Hires Expected: 2+

Anticipated Start/End Date:

- Spring Semester – January 2022 – May 2022
- Summer Semester – May 2022 – August 2022
- Fall Semester – August 2022 – December 2022

About Salem Sports:

Salem Sports is an event management company based in Winston-Salem, North Carolina. We offer a wide range of graphics, event branding, and custom interiors for well-known events and private corporate clients. With a staff of more than 50 professionals, we provide site planning, graphic design, 3-D rendering, fabricated signage, illuminated signage, vinyl and digital signage, on-site installation, interior designs, interior construction, on-site custom construction, transportation, and storage.

Job Summary:

The Field Operations Internship role will consist of assisting the Field Operations team in planning for live activations which consist of pre-planning onsite, the teardown of activations at events including, but not limited to “The Players Championship”, “Dell Technologies Match Play”, and many other live events. Field Ops Interns will receive hands on experience in regard to event operations, the importance of delivery/turnover of client purchased items and cultivating relationships. This position will gain valuable work experience, fulfill a college requirement, and introduce you to potential full time employment opportunities.

Essential Duties:

- Assist in creating detailed pack lists and loading trailers with necessary hardware and product
- Ability to work well with other Salem Sports Events staff and cultivate relationships internally and externally as we all live and work with each other while on the road
- Travel to various locations for the on-site installation and tear-down of signage and other custom construction projects
- Unload and haul material/product from trailers to designated install location following safety guidelines
- Assemble, install, and teardown signage in an efficient, and safe manner
• Assist managing a variety of crews on-site (Construction, Signage, Hauling, Paint, Graphics, Flooring, etc.)
• Communicate with vendors, course maintenance and tournament operations staff to ensure an efficient install and teardown
• Always maintain proper golf course etiquette (SSE staff present themselves as professionals on and off a golf course, in the office or at any site)

Essential Qualifications:

This position requires long hours outdoors and manual labor consisting of digging holes, lifting heavy objects, and climbing ladders.

• A “Do whatever it takes” attitude
• Effective organizational/leadership skills for managing multiple tasks/crews
• Willingness to learn (Growth Mindset)
• Basic understanding of power tools preferred
• Must have a valid driver’s license
• Must be comfortable traveling independently mainly via air travel
• Be currently enrolled or have recently completed a degree program (Sport Management, Sport Administration, or Recreation and Parks Management preferred)

Pay & Benefits:

• Hourly pay starting at $14/hour
• Ability to earn college credit
• Guaranteed overtime pay once 40 hours has been reached in a week, weekend work is required
• Travel allowance for days spent traveling ($50/day non-taxable)
• All travel is booked and paid for by Salem Sports in coordination with the Travel Coordinator
• Opportunities for growth within Salem Sports based on performance (Proven track record of promoting from within)
• Opportunity to see the world, gain career experiences, and bring live entertainment to life in golf and other settings

Physical Demands and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be at least 18 years of age due to work conditions.

• Physical Demands: This position lifts heavy objects of up to 80+ pounds, walks and stands for long periods of time and performs strenuous physical labor under adverse field conditions. The employee lifts, pushes, pulls and carries objects and uses abdominal and lower back muscles to provide support over time without fatigue. The position requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination. The position requires the ability to quickly move arms and legs.
• **Work Environment:** This position regularly works in outside conditions that include inclement weather, heat and humidity. The noise level in the work environment is commensurate with a construction site. This position secondarily works in a warehouse and office environment. The noise level in the work environment is commensurate with a warehouse site.