JOB DESCRIPTION
As an intern with the Waterloo Bucks, you will actively be a part of the front office activities and be involved in learning all facets of a minor league baseball organization. The Bucks offer a variety of Full Time and Game Day internship positions. These positions and their primary duties are listed below.

Summer Internships

The 2017 summer internship program will include full-time and game day internship positions including ticket operations, game operations, merchandising, community relations, general operations, and video production internships.

1.) Full Time Positions: Full time positions will hold regular office hours (9:00 to 5:00 Mon-Fri) for non-game days and will have varying hours on Bucks game days along with other events at Riverfront Stadium. Should expect to work all regular office hours, ALL Bucks home games, and during a few extra events at Riverfront Stadium.

- **Ticket Operations Internships** will consist of, but not be limited to:
  - Start Date: April 17th, 2017 (other dates can be accommodated if necessary)
  - End Date: August 22nd, 2017
  - Working directly under Assistant General Manager Clayton Grandquist
  - Sell season tickets, mini-plans, and ticket packages to groups and individuals in the Cedar Valley
  - Assist in managing a ticket office
  - Box office duties during Bucks home games and during regular office hours
  - Fulfillment of single game tickets, season tickets, and ticket package orders
  - Database management of names for individual ticket buyers, school/ community nights, and group sales
  - Ensuring weekly database updates are sent to the Director of Marketing
  - Managing team and front office pass lists
  - Help in maintaining the policies of the ticket office with regard to customer service and other ticketing issues
  - Oversee and manage ticket inventory
  - Providing outstanding customer service to advertisers and fans
  - Other duties as assigned

- **Community Relations Internships** will consist of, but not be limited to:
  - Start Date: May 8th, 2017 (other dates can be accommodated if necessary)
  - End Date: August 22nd, 2017
  - Working directly under Community Relations Manager Ben Knaack
  - Assist in development and fulfillment of the Bucks Summer Reading Program
  - Assist in group sales efforts with school nights, community nights, and industry nights
  - Organize and fulfill community appearances involving players, coaches, and the mascot
  - Discover opportunities for the Bucks to improve their community relations efforts
- Assist in setting up and running Bucks youth baseball camp
- Schedule National Anthem appearances, first pitches, and dream teams
- Assist with game promotions, on-field games, and guest services
- Database management for names collected at Bucks games for prize sign-ups and ensuring weekly database updates are sent to the Director of Marketing
- Providing outstanding customer service to advertisers and fans
- Other duties as assigned

2.) Game Day Positions: Game day positions will work varying hours on Bucks game days along with other events at Riverfront Stadium. Will not work weekends if there is not an event at the stadium. Should expect to work ALL Bucks home games and during most extra events at Riverfront Stadium.

- **Merchandising Internships** will consist of, but not be limited to:
  - Start Date: May 8th, 2017 (other dates can be accommodated if necessary)
  - End Date: August 22nd, 2017
  - Working directly under General Manager Dan Corbin
  - Manage souvenir inventories
  - Processing orders
  - Work in the Riverfront Stadium Souvenir Shop during some games
  - Assist with on-field promotion preparations and execution
  - Distribute and collect inventory sheets to various satellite locations in the ballpark that will be selling souvenirs
  - Set-up souvenir shop before each game
  - Manage other souvenir operations including satellite souvenir points-of-sale
  - Provide outstanding customer service to advertisers and fans
  - Other duties as assigned

- **Game Operations Internships** will consist of, but not be limited to:
  - Start Date: May 8th, 2017 (other dates can be accommodated if necessary)
  - End Date: August 22nd, 2017
  - Working directly under General Manager Dan Corbin
  - Prepare on-field promotions
  - Assist in communicating game script execution to on-field staff
  - Organize guerilla marketing efforts including Bucks yard signs and pocket schedule distribution for all Bucks staff including interns and front office personnel
  - Prepare advertiser tables for game appearances
  - Execute on-field promotions during Bucks games; also will be asked to assist in the souvenir shop and the Guest Services Table
  - Prepare and collect all promotional sign-up boxes throughout the stadium on Bucks game days
  - Photography duties during Bucks games
  - Provide outstanding customer service to advertisers and fans
  - Other duties as assigned

- **General Operations Internships** will consist of, but not be limited to:
  - Start Date: May 8th, 2017 (other dates can be accommodated if necessary)
  - End Date: August 22nd, 2017
  - Working directly under General Manager Dan Corbin
  - Assist with game day set-up of Riverfront Stadium including beer stands, kids zone, and group hospitality areas
• Perform various warehousing tasks during Bucks games
  • General clubhouse duties including laundry, team meal set-up, and clubhouse management
  • Assist with baseball operations duties in preparation for Bucks games
  • Provide outstanding customer service to advertisers and fans
  • Other duties as assigned

- **Video Production Internships** will consist of, but not be limited to:
  - Start Date: May 8th, 2017 (other dates can be accommodated if necessary)
  - End Date: August 22nd, 2017
  - Complete training provided by Northwoods League prior to the season to learn the Northwoods League TV webcast production system
  - Set-up and teardown of video equipment for each Bucks home game
  - Connecting each broadcast to the Northwoods League video network
  - Integrate video cast into in-house LED video board production and preparation of video board game entertainment
  - Directing and producing the broadcast of each Bucks home game webcasts for Northwoods League TV
  - Working with Bucks radio broadcaster to create the audio feed for each broadcast
  - Produce highlight videos for the Bucks to use for marketing, in-game entertainment, and on social media pages
  - Conduct interviews of players and coaches
  - Create bullpen and batting practice scouting videos as requested
  - Provide outstanding customer service to advertisers and fans
  - Other duties as assigned

Interested candidates should send resumes and cover letters to Clayton Grandquist at clayton@waterloobucks.com or mail to:

Waterloo Bucks Baseball
PO Box 4124
Waterloo, IA 50704

Please specify which position(s) are of most interest to you. Feel free to call with any questions or to set up an appointment (319) 232-0500 Ext 3.

Thank you for your interest,

Clayton Grandquist
Assistant General Manager
clayton@waterloobucks.com